
USACE / NAVFAC / AFCEA / NASA UFGS-01 77 00.00 20 (July 2006)

Preparing Activity: NAVFAC Superseding
UFGS-01 77 00.00 20 (April 2006)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

Revised throughout - latest change not indicated by CHG tags

SECTION 01 77 00.00 20

CLOSEOUT PROCEDURES 07/06

NOTE: This guide specification covers the requirements for project closeout requirements required for use in all projects.

Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable items(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

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).

This guide specification includes tailoring options for regional requirements. Selection or deselection of a tailoring option will include or exclude that option in the section, but editing the resulting section to fit the project is still required.

NOTE: Do not edit the paragraphs except to fill in the blanks where specific project information is required.

NOTE: Do not use this section for Navy Design-Build projects. Requirements have been incorporated into the Design-Build sections provided at the Whole Building Design Guide website.

PART 1 GENERAL

1.1 REFERENCES

NOTE: Issue (date) of references included in project specifications need not be more current than provided by the latest guide specification. Use of SpecsIntact automated reference checking is recommended for projects based on older guide specifications.

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 E 1971 (1998; R 2005) Stewardship for the Cleaning of Commercial and Institutional Buildings

GREEN SEAL (GS)

GS-37 (2000; R 2005) Industrial and Institutional Cleaners

1.2 SUBMITTALS

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.

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.] The following shall be submitted in accordance with
Section 01 33 00 SUBMITTAL PROCEDURES:

SD-10 Operation and Maintenance Data

Equipment/Product Warranty List; G

Submit Data Package 1 in accordance with Section 01 78 23
OPERATION AND MAINTENANCE DATA.

SD-11 Closeout Submittals

As-Built Drawings; G

Record Of Materials; G

[Utility As-Built Drawings; G]

[Equipment/Product Warranty Tag; G]

[Monthly Project Waste Summary Report; G]

[Hazardous Material Reporting; G]

[Certification of EPA Designated Items; G]

Form DD1354; G

Checklist for Form DD1354; G

[1.3 MONTHLY PROJECT WASTE SUMMARY REPORT

NOTE: Use for projects located at Puget Sound
Naval Shipyard only.

Submit the final submission of the monthly project waste summary report as
specified in Engineering Field Activity (EFA) Northwest Regional Section
01 57 19.00 20 ENVIRONMENTAL AND TEMPORARY CONTROLS

[1.3.1 Hazardous Material Reporting

NOTE: Use for projects which use NAVFAC Northwest
regional Section 01525, "Safety Requirements".

Submit hazardous material reporting information which includes actual

quantities of hazardous materials stored and used during the project as specified in NAVFAC Northwest regional Section 01 35 29 SAFETY REQUIREMENTS.

1.4 CERTIFICATION OF EPA DESIGNATED ITEMS

Submit the [Certification of EPA Designated Items](#) as required by FAR 52.223-9, "Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items". The certification form shall include the following information: project name, project number, Contractor name, license number, Contractor address, and certification. The certification shall read as follows and shall be signed and dated by the Contractor. ["I hereby certify the information provided herein is accurate and that the requisition/procurement of all materials listed on this form comply with current EPA standards for recycled/recovered materials content. The following exemptions may apply to the non-procurement of recycled/recovered content materials: 1) The product does not meet appropriate performance standards; 2) The product is not available within a reasonable time frame; 3) The product is not available competitively (from two or more sources); 4) The product is only available at an unreasonable price (compared with a comparable non-recycled content product)."] [_____] Each product used in the project that has a requirement or option of containing recycled [or biobased] content in accordance with Section 01 62 35 RECYCLED/RECOVERED MATERIALS shall be recorded, noting total price, total value of post-industrial recycled content, total value of post-consumer recycled content, [total value of biobased content,] exemptions (1, 2, 3, or 4, as indicated), and comments. Recycled [and biobased] content values may be determined by weight or volume percent, but must be consistent throughout.

1.5 PROJECT RECORD DOCUMENTS

NOTE: Include the first bracketed sentence on all NAVFAC Southwest projects. Choose to use on other projects when large amount of underground utilities are installed or their location is critical.

NOTE: Delete the next two paragraphs, "As-Built Drawings" and "Utility As-Built Drawings," on Design Build projects.

1.5.1 [As-Built Drawings](#)

"NFAS 5252.236-9310, Record Drawings." [In addition to the requirements of NFAS 5252.236-9310, the Contractor shall survey the horizontal and vertical location of all newly provided underground utilities to within 30 mm 0.1 feet [_____] relative to the station datum. All pipe utilities shall be surveyed at each fitting and every 10 m 100 LF [_____] of run length. Electrical and communication ductbank, direct buried conduit, and direct buried conductor shall be surveyed every 10 m 100 LF [_____] and at each change of direction. Locations and elevations shall be recorded on the Record Drawings. Submit drawings with QC certification.] [Submit drawings in [_____] CAD format.] [As-Built Drawings are not required.]

[1.5.2 Utility As-Built Drawings

NOTE: Include this bracketed paragraph in all projects in NAVFAC Southwest regional area that include underground utilities. On other projects, only use this paragraph when requested by Activity or when location of system is critical and requires stamped survey.

In addition to record drawings provide for each exterior utility system a set of reproducible utility drawings, stamped and signed by a registered professional civil engineer or professional land surveyor, and two copies. Submit within ten working days after each system is in place, but no later than five working days before final inspection. Indicate exterior utilities from a point five feet from a building to the termination point or point of connection to existing system. Include the following:

- a. Horizontal and vertical controls for new utilities and existing utilities exposed during construction. Reference to station's horizontal and vertical control system.
- b. Sufficient dimensional control for all important features such as beginning and termination points, points of connection, inverts for sewer lines and drainage collection systems, top of pipe or conduit runs, manholes, cathodic protection appurtenances, valves, valve stem tops, backflow preventers, and other significant features.
- c. Indicate type and size of all materials used in the construction of the system.
- d. Indicate bearing and distance on tangent lines. On curves, indicate delta and radius of the curve, also provide X, Y, and Z coordinates at all BC and EC angle points. Indicate horizontal and vertical control for all intersecting and tangent points where utility alignment changes. Indicate X, Y, and Z coordinates at building line and point of connection for straight building laterals or services under 12 m 40 feet.
- e. Tolerances: Horizontal and vertical control dimensions, plus or minus 25 mm 0.10 foot. Angular control, plus or minus 0 degrees 01 minute.

]1.5.3 As-Built Record of Materials

NOTE: Predetermine and list products and materials incorporated in the construction that manufacturer information and product data cannot readily be identified after item is installed and for future maintenance, repair, or replacement purposes. Typical items include: Roofing, architectural insulation, special wall coverings, special floor coverings, special ceiling coverings, carpet, or light fixtures.

Furnish a record of materials.

Where several manufacturers' brands, types, or classes of the item listed have been used in the project, designate specific areas where each item was used. Designations shall be keyed to the areas and spaces depicted on the contract drawing. Furnish the record of materials used in the following format:

| MATERIALS DESIGNATION | SPECIFICATION | MANUFACTURER | MATERIALS USED (MANUFACTURER'S DESIGNATION) | WHERE USED |
|--------------------------|---------------|--------------|---|---------------|
| [Roofing] | _____ | _____ | _____ | _____ |
| [_____] | _____ | _____ | _____ | _____ |

[1.6 EQUIPMENT/PRODUCT WARRANTIES

1.6.1 Equipment/Product Warranty List

Furnish to the Contracting Officer a bound and indexed notebook containing written warranties for equipment/products furnished under the contract, and prepare a complete listing of such equipment/products. The equipment/products list shall state the specification section applicable to the equipment/product, duration of the warranty therefor, start date of the warranty, ending date of the warranty, and the point of contact for fulfillment of the warranty. The warranty period shall begin on the same date as project acceptance and shall continue for the full product warranty period. Execute the full list and deliver to the Contracting Officer prior to final acceptance of the facility.

1.6.2 Equipment Warranty Tags and Guarantor's Local Representative

Furnish with each warranty the name, address, and telephone number of the guarantor's representative nearest to the location where the equipment and appliances are installed. The guarantor's representative, upon request of the station representative, shall honor the warranty during the warranty period, and shall provide the services prescribed by the terms of the warranty. At the time of installation, tag each item of warranted equipment with a durable, oil- and water-resistant tag approved by the Contracting Officer. Attach tag with copper wire and spray with a clear silicone waterproof coating. Leave the date of acceptance and QC's signature blank until project is accepted for beneficial occupancy. Tag shall show the following information:

EQUIPMENT/PRODUCT WARRANTY TAG

Type of Equipment/Product _____
Warranty Period _____ From _____ To _____
Contract No. _____
Inspector's Signature _____ Date Accepted _____

Construction Contractor:

Name: _____
Address: _____
Telephone: _____

Warranty Contact: _____
Name: _____
Address: _____
Telephone: _____

STATION PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE

] 1.7 MECHANICAL TESTING AND BALANCING

NOTE: Use for projects as directed by the
Government.

All contract requirements of Section [23 09 53.00 20 SPACE TEMPERATURE CONTROL SYSTEMS] [23 09 23 DIRECT DIGITAL CONTROL FOR HVAC AND OTHER BUILDING SYSTEMS] shall be fully completed, including all testing, prior to contract completion date. In addition, all contract requirements of Section 23 08 00.00 20 HVAC TESTING/ADJUSTING/BALANCING shall be fully completed, including testing and inspection, prior to contract completion date, except as noted otherwise in Section 23 08 00.00 20. Also, all contract requirements of Section [01 91 00] [_____] COMMISSIONING shall be fully completed, including all testing and reviews, prior to contract completion date, except for approved deferred testing and as noted otherwise in Section [01 91 00] [_____] COMMISSIONING. The time required to complete all work and testing as prescribed by Sections [23 09 53.00 20] [23 09 23], 23 08 00.00 20 and [01 91 00] [_____] is included in the allotted calendar days for completion.

] 1.8 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 E 1971. Leave premises "broom clean." Comply with GS-37 for general purpose cleaning and bathroom cleaning. Only nonhazardous cleaning materials, including natural cleaning materials, shall be used 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] [Replace] filters of operating 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 the Waste Management Plan. Promptly and legally transport and dispose of any trash.

Do not burn, bury, or otherwise dispose of trash on the project site.

[1.8.1 Extraordinary Cleanup Requirements

NOTE: Do not add information related to station regulations which are of a routine nature. Include unusual cleanup requirements.

The following cleanup requirements apply: [____].

]1.9 REAL PROPERTY RECORD

NOTE: All DoD projects require Form DD1354 to be completed, made final, and submitted for entry into the applicable service database of real property. The Designer of Record shall complete and attach a draft version of Form DD1354 (with cost data deleted) to the end of this section for subsequent revision by the construction Contractor, or US Naval Construction Forces, whichever is appropriate. Complete procedural instructions for design and construction government forces are provided at the checklist url below.

NOTE: Modify paragraph below if Command requires the activity contracting office to complete the form instead of the Contractor.

Near the completion of Project, but a minimum of 60 days prior to final acceptance of the work, complete, update draft attached to this section, and submit an accounting of all installed property on [Form DD1354](#) "Transfer and Acceptance of Military Real Property." Contact the Contracting Officer for any project specific information necessary to complete the DD Form 1354. For information purposes, a blank DD Form 1354 (fill-able) in ADOBE (PDF) may be obtained at the following web site:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1354.pdf>

Submit the completed [Checklist for Form DD1354](#) of Government-Furnished and Contractor-Furnished/Contractor Installed items. Attach this list to the updated DD Form 1354. Instructions for completing the form and a blank checklist (fill-able) in ADOBE (PDF) may be obtained at the following web site:

<http://www.hnd.usace.army.mil/techinfo/UFC/UFC1-300-08/UFC1-300-08.pdf>
See Appendix D of this pdf for the checklist.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --