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USACE / NAVFAC / AFCESA **UFGS-01770N (February 2003)**

Preparing Activity: NAVFAC **Superseding UFGS-01770N (August 2001March 2001)**

UNIFIED FACILITIES GUIDE SPECIFICATIONS

Latest change indicated by CHG tags
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SECTION 01770N

CLOSEOUT PROCEDURES
02/03

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

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.

This guide specification includes tailoring options for EFD and EFA 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.

Brackets are used in the text to indicate designer choices or locations where text must be supplied by the designer.
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NOTE: Do not edit the paragraphs except to fill in the blanks where specific project information is required.
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PART 1 GENERAL

1.1 SUBMITTALS

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NOTE: Submittals must be limited to those necessary for adequate quality control. The importance of an item in the project should be one of the primary

factors in determining if a submittal for the item should be required.

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 projects.

Submittal items not designated with a "G" are considered as being for information only for Army projects and for Contractor Quality Control approval for Navy 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.] The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

SD-10 Operation and Maintenance Data

Equipment/Product Warranty List; G

Submit Data Package 1 in accordance with Section 01781 OPERATION AND MAINTENANCE DATA.

SD-11 Closeout Submittals

As-Built Drawings; G

Record Of Materials; G

Utility Record Drawings

[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]

1.2 Utility As-Built Drawings

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NOTE: Include requirement for "Utility As-Built Drawings" in all projects in SOUTHWESTNAVFACENGCOM regional area that include underground utilities.
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In addition to as-built 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.

[1.3 Monthly Project Waste Summary Report

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NOTE: Use for projects located at Puget Sound Naval Shipyard only.
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Submit the final submission of the monthly project waste summary reportas specified in Engineering Field Activity (EFA) Northwest Regional Section 01575N ENVIRONMENTAL AND TEMPORARY CONTROLS

[1.3.1 Hazardous Material Reporting

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NOTE: Use for projects which use EFA Northwest regional Section 01525, "Safety Requirements"."
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Submit hazardous material reporting information which includes actual quantities of hazardous materials stored and used during the project as specified in EFA Northwest regional Section 01525 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".

1.5 PROJECT RECORD DOCUMENTS

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NOTE: Include the first bracketed sentence on all SOUTHWESTNAVFACENGCOM projects.
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NOTE: Delete the next two paragraphs, "Record Drawings" and "Utility Record Drawings", on Design Build projects.
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1.5.1 As-Built Drawings

"FAC 5252.236-9310, Record Drawings." [In addition to the requirements of FAC 5252.236-9310, the Contractor shall survey the horizontal and vertical location of all 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 Record Drawings

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NOTE: Include requirement for "Record Drawings" in all projects in SOUTHWESTNAVFACENGCOM regional area that include underground utilities.
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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

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NOTE: This paragraph is intended to provide data and details on equipment and materials incorporated in the construction that cannot readily be determined after construction is completed. The data is expected to be invaluable in maintenance, alteration, and repair where opening of the construction would otherwise be necessary prior to design or preparation of work orders. The Government should predetermine the items on which data is required and list them in the "Materials Designation" column of the form. A typical list of items would include such things as: Roofing, insulation, and special wall coverings.
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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
_____	_____	_____	_____	_____

[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

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NOTE: Use for projects as directed by the Government.
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All contract requirements of Section [15901N SPACE TEMPERATURE CONTROL SYSTEMS] [15910N DIRECT DIGITAL CONTROL SYSTEMS] shall be fully completed, including all testing, prior to contract completion date. In addition, all contract requirements of Section 15950N HVAC TESTING/ADJUSTING/BALANCING

shall be fully completed, including testing and inspection, prior to contract completion date, except as noted otherwise in Section 15950N. The time required to complete all work and testing as prescribed by Sections [15901N] [15910N] and 15950N is included in the allotted calendar days for completion.

]1.8 CLEANUP

Leave premises "broom clean." 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. 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.

[1.8.1 Extraordinary Cleanup Requirements

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NOTE: Do not add information related to station regulations which are of a routine nature. Include unusual cleanup requirements.
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The following cleanup requirements apply: [_____].

]PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --