Always use this section, editing to reflect specific Project

SPEC NOTE: DESCRIPTION: Part 1.0 specifies the administrative process associated with preliminary and final inspections of the Work. The paragraphs below must be edited if Supplementary Conditions alter the CCDC General Conditions in required procedures or if some other contract form is utilized. Part 4.0 specifies procedures for closeout submittals, revised project documents, and delivery and distribution of spare parts and maintenance materials. See also - Section 01 33 00 Submittal Procedures for submittals during construction, operation, and decommissioning.

# General

## SECTION INCLUDES

### Administrative procedures preceding preliminary and final inspections of Work.

### As-built drawings, material overages, and specifications.

### Equipment and systems.

### Product data and related information.

### Spare parts, special tools and special/unique maintenance materials.

### Final site survey.

### Cleaning.

### Closeout submittals.

## RELATED SECTIONS

### Section 01 33 00 Submittal Procedures

### Section 01 45 00 Quality Control

### Section 01 74 19 Construction Waste Management and Disposal

### Section 01 78 23 Operation and Maintenance Data

### Section 01 78 39 Project Record Documents

### Section 01 78 45 Maintenance Materials

### Section 01 79 00 Demonstration and Training

### Section 01 91 00 Commissioning

## REFERENCES

### Canadian Construction Documents Committee (CCDC)

#### CCDC 2-2008, Stipulated Price Contract.

#### The Builders Lien Act latest edition.

### Canadian Standards Association (CSA)

#### [Building Commissioning Standard & Check Sheets](https://store.csagroup.org/ccrz__ProductDetails?viewState=DetailView&cartID=&portalUser=&store=&cclcl=en_US&sku=Z320-11)

# INSPECTION & DECLARATION

## CONTRACTOR'S INSPECTION

### Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.

#### Notify Owner’s Representative in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.

#### Request Owner’s Representative Inspection.

## OWNER’S REPRESENTATIVE INSPECTION

### Owner, Consultant and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.

## PROCEDURE FOR TURNOVER OF NEW BUILDINGS

### Follow the example of the Commissioning specified in Section 01 91 00:

## COMPLETION

### Submit written certificates that following have been performed:

#### Work has been completed and inspected for compliance with Contract Documents.

#### Defects have been corrected and deficiencies have been completed.

#### A list of deficiencies shall be sent to the Owner and Consultant.

#### Equipment and systems have been tested, adjusted, balanced, commissioned and are fully operational.

#### Certificates required by Boiler Inspection Branch and Vancouver Fire Department have been submitted.

#### Operation of systems has been demonstrated to Owner's personnel.

#### Work is complete and ready for Final Inspection.

## FINAL INSPECTION

### When items noted above are completed, request final inspection of Work by Owner, Consultant and Contractor. If Work is deemed incomplete by Owner and Consultant, complete outstanding items and request re-inspection.

# CLEANING

## PROJECT CLEANLINESS

### Refer to Section 01 74 00.

## FINAL CLEANING

### Refer to Section 01 74 00.

# CLOSEOUT SUBMITTALS

## SUBMISSION

### For detailed instructions on the preparation and submission of operating and maintenance manuals, refer to Section 01 78 23 Operation and Maintenance Data of the Technical Guidelines.

### Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work. Refer also to Section 01 78 45.

### If requested, furnish evidence as to type, source and quality of products provided.

### Defective products will be rejected, regardless of previous inspections. Replace products at own expense.

## FORMAT AND CONTENTS

### Refer to Section 01 78 23 Operation and Maintenance Data for information on the format/contents of drawings and operating & maintenance manuals.

## SITE DOCUMENTS

### In addition to requirements in General Conditions, maintain at the site for Consultant and Owner one record copy of:

#### Contract Drawings.

#### Specifications.

#### Addenda.

#### Change Orders and other modifications to the Contract.

#### Reviewed shop drawings, product data, and samples.

#### Field test records.

#### Inspection certificates.

#### Manufacturer's certificates.

### Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.

### Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.

### Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.

### Keep record documents and samples available for inspection by Consultant.

## AS-BUILT DOCUMENTS

### As-built information submitted to Infrastructure Development, Records Section is used for two purposes:

SPEC NOTE: Note that it is usually a part of the Consultants’ work to prepare the Record Documents. See Consultant Design and Contract Guidelines

#### To be incorporated into the Record Documents.

#### As permanent records of the changes made to the Construction Documents.

### “Issued for Construction” Drawings and Project Manual will not be adequate for acceptance as As-Built documents.

### Record information on set of black line opaque drawings, and in copy of Project Manual, provided by the Owner’s Representative.

### Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.

### Record information concurrently with construction progress. Do not conceal Work until required information is recorded.

### Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:

#### Measured depths of elements of foundation in relation to finish first floor datum.

#### Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.

#### Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.

#### Field changes of dimension and detail.

#### Changes made by change orders.

#### Clarifications.

#### Details not on original Contract Drawings.

#### References to related shop drawings and modifications.

### Contract Project Manual (specifications): legibly mark each section identifying:

#### products used for each item of work where a choice of materials may be made, where any changes have been made, or where materials have been added or deleted.

#### colours or finishes.

## FINAL SURVEY

### Submit final site survey certificate in accordance with Section 01 78 39 Project Record Documents - Preparation, certifying that elevations and locations of completed Work are in conformance, or non-conformance with Contract Documents.

## WASTE TRACKING

### Submit construction and demolition waste tracking reports in accordance with Section 01 74 19 Construction Waste Management and Disposal. Tracking templates are available on the UBC Technical Guidelines web site.

## MATERIALS AND FINISHES

### Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.

### Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.

### Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.

### Additional Requirements: as specified in individual specifications sections.

## SPARE PARTS AND SPECIAL TOOLS

### Provide as specified in technical Sections. Refer also to Section 01 78 45.

## WARRANTIES AND BONDS

### Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.

### List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principals.

### Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after Substantial Completion of the applicable item of work.

### Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.

### Verify that documents are in proper form, contain full information, and are notarized.

### Co-execute submittals when required.

### Retain warranties and bonds until time specified for submittal.

\*\*\*END OF SECTION\*\*\*