SPEC NOTE: Use this section, editing to reflect specific Project, for procedures and items related to provision of extra materials, keys, or other items for use by UBC in replacing damaged items as well as keeping systems and equipment running smoothly. Note that typical items used normally for maintenance or that UBC may have adequate stores of may not be necessary to have furnished. If in doubt, contact UBC.

# General

## RELATED SECTIONS

### Section 01 77 00 Closeout Procedures, 2.0 Closeout Submittals.

## KEYS

### Turn over keys for door hardware as indicated in Section 08 71 00.

### Turn over keys for thermostats, mechanical access panels, electrical panels and the like to the Owner’s Representative.

### Turn over keys for cabinets, furniture, shutters etc. to the user's representative or Owner’s Representative.

### Obtain itemized receipts for these items.

## SPARE PARTS AND MAINTENANCE MATERIALS

### 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.

### Spare parts and maintenance materials for mechanical and electrical systems, controls, and equipment shall be turned over to the Owner’s Representative. Obtain an itemized receipt for these items and submit to the Consultant. Refer to Divisions 20 through 33 of this specification for specific requirements.

### Carefully label with [UBC Building Name and Number][, as well as specific location(s) for each] for architectural finishes and other similar items. Deliver to location as instructed by the Owner’s Representative. Obtain an itemized receipt for these items and submit to the Consultant. The Consultant will review list for conformance with the Specifications Refer to Divisions 02 through 14 of these specifications for specific requirements.

### Include references to delivery to UBC representative in the O&M manual that spare parts have been delivered.

### Provide spare parts, in quantities specified in individual specification sections.

### Provide items of same manufacture and quality as items in Work.

### Deliver to Owner’s Representative.

### Receive and catalogue all items. Submit inventory listing to Owner’s Representative. Include approved listings in Maintenance Manual.

### Obtain receipt for delivered products and submit prior to final payment.

## SPECIAL TOOLS

### Provide special tools, in quantities specified in individual specification section.

### Provide items with tags identifying their associated function and equipment.

### Receive and catalogue all items. Submit inventory listing to Owner’s Representative. Include approved listings in Maintenance Manual.

# Products

## Not Used.

# Execution

## Not Used.

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