

SECTION 28 00 20 - RECORD AND INFORMATION MANUALS

PART 1 GENERAL

1.01 RECORD DRAWINGS

- A. Refer to Division 1 for general requirements as well as for specific information regarding Record (As-Built) Drawings. All drawings shall be provided in electronic PDF format.

1.02 OPERATION AND MAINTENANCE MANUALS

- A. Refer to Division 1 for general requirements and for specific information regarding Operation and Maintenance Manuals, including required format(s) (paper and/or electronic) and quantity. If no such requirements are listed in Division 1, provide in electronic format. Submit one (1) copy of draft manual to the Architect for review and approval thirty (30) days before final inspection is due. After approval, submit three (3) approved manuals to the Owner and obtain receipt. (See Section 26 00 99, "Requirements for Contract Completion.")
- B. Paper Copy Manuals shall be loose leaf, three-ring, heavy-duty hard-cover binders. Material shall be typewritten or printed and be fully legible. Each section shall be divided by labeled tabs.
- C. Electronic Copy Manuals shall be PDF file format. Individual documents shall have filenames corresponding to specification sections and system names. Each document shall have bookmarks corresponding to the systems, subsystems, and equipment names. Use electronic files prepared by manufacturers where available.
- D. The following items, together with any other necessary pertinent data, shall be included in each Manual:
 - 1. Each manual shall be labeled on front cover with project name, Contract, Contractor's name, Architect, Engineer, and date of project completion.
 - 2. Manufacturers' names, nearest Factory Representative, and model and serial numbers of components of systems
 - 3. Operating instructions, start-up and shutdown procedures
 - 4. Maintenance instructions
 - 5. Routine and 24 hour emergency service/repair information:
 - a. Name, address, and telephone number of servicing agency
 - b. Names of personnel to be contacted for service arrangements
 - 6. Parts list with numbers of replaceable items, including sources of supply
 - 7. Manufacturers' literature describing each piece of equipment
 - 8. One (1) approved copy of each submittal
 - 9. Written warranties
 - 10. Certificate of Material Receipt and Certificate of System Completion
 - 11. Record (As-Built) Drawings
 - 12. IP and MAC address identified for each item required to have an address
 - 13. Certificate of Final Inspection signed by Building Authority Having Jurisdiction
 - 14. Test results
 - 15. Video recordings of all equipment demonstrations and training sessions

END OF SECTION