

SECTION 28 00 99 - REQUIREMENTS FOR CONTRACT COMPLETION

PART 1 GENERAL

1.01 DESCRIPTION

- A. The following material must be submitted prior to Contract Completion:
 - 1. Spare parts
 - 2. Record and Information Manuals
 - 3. Accessories and miscellaneous equipment
 - 4. Keys for equipment
- B. Contractor shall use only the attached forms for Material Receipt and System Completion.

1.02 SUBMITTALS

- A. To be included in Record and Information Manuals:
 - 1. Certificate of Material Receipt for all required spare parts
 - 2. Certificate of System Completion for each system when required by individual Division 28 Specifications

PART 2 PRODUCTS

2.01 SPARE PARTS

- A. Furnish spare parts and devices as required by Division 28 Specifications.

PART 3 EXECUTION

3.01 SPARE PARTS AND KEYS

- A. Deliver spare parts and keys to Owner's Representative. Obtain a signed copy of the Certificate of Material Receipt (ATTACHED TO THE END OF THIS SPECIFICATION SECTION).

3.02 MANUFACTURER'S INSPECTION

- A. Arrange for inspection and approval by Equipment Manufacturer where required by Division 26 Specifications. Provide Manufacturer Representative's signature on the Certificate of System Completion (ATTACHED TO THE END OF THIS SPECIFICATION SECTION).

3.03 OPERATIONAL TEST

- A. At completion, Contractor shall operate the systems for a period of at least seven (7) days, to demonstrate fulfillment of the requirements of the Contract. During this time, adjust equipment so that it will perform as the Manufacturer intended, and so that systems will function as designed. Contractor shall sign the Certificate of System Completion (ATTACHED TO THE END OF THIS SECTION).

3.04 EQUIPMENT DEMONSTRATION

- A. After all system operational tests have been completed, schedule an instruction period with the Owner. Instruct designated personnel in the operation and maintenance of all systems and equipment. Use manuals to familiarize Owner with equipment and procedures. Allow time as necessary for this instruction. Schedule a time convenient for the Owner and the Architect. All training sessions shall be videotaped for the Owners use in instructing future employees.

Instruction shall include:

1. Location of all components of the system and explanation of their function
2. Programming procedures for computer-based equipment
3. Maintenance and repair procedures
4. Review of documents in Record and Information Manuals

At the completion of instruction, have all attendees sign the Certificate of System Completion.

END OF SECTION

CERTIFICATE OF MATERIAL RECEIPT

PROJECT NAME: _____

DATE: _____

CONTRACTOR: _____

CONTRACTOR'S REPRESENTATIVE: _____

On the above listed date, the following pieces of equipment, as required by Division 28 Specifications, were delivered to the Owner's Representative:

Equipment	Quantity
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(Attach a separate page for additional items)

Owner's Representative: _____ (PRINT)

_____ (SIGN)

CERTIFICATE OF SYSTEM COMPLETION

PROJECT NAME: _____

CONTRACTOR: _____

SYSTEM: _____

SPECIFICATION SECTION NUMBER: _____

A. MANUFACTURER'S INSPECTION AND APPROVAL (If required by Specification Section) The above listed system has been inspected and approved as meeting the Manufacturer's written instructions for installation and operation.

Manufacturer's Representative: _____ Date: _____

B. TESTING

The above listed system has passed all testing required by Division 28 Specifications and has met the terms of the Contract. Written test results are attached.

Contractor's Representative: _____ Date: _____

C. EQUIPMENT DEMONSTRATION

The above listed system has been demonstrated to the following Owner's Representatives:

	<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>SIGNATURE</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(ATTACH A SEPARATE PAGE FOR ADDITIONAL NAMES)