
1.0 MAINTENANCE MANUAL

- 1.1 On completion of project submit to Consultant three (3) copies of Operations Data and Maintenance Manuals as follows:
 - 1.1.1 Bind data in vinyl hard covered, three ring loose leaf binder for 8 1/2" x 11" paper.
 - 1.1.2 Enclose title sheet, labelled "Operation Data and Maintenance Manual", project name, date and list of contents.
 - 1.1.3 Organize contents into applicable sections of work to parallel project specification break-down. Mark each section by labelled tabs protected with celluloid covers fastened to hard paper dividing sheets.
- 1.2 Include following information plus data specified.
 - 1.2.1 Maintenance instruction for finished surface and materials.
 - 1.2.2 Copy of hardware and paint schedules.
 - 1.2.3 Description, operation, and maintenance instructions for equipment and system, including complete list of equipment and parts list. Indicate name plate information such as make, size capacity, serial number.
 - 1.2.4 Names, addresses and phone numbers of Subcontractors and suppliers.
 - 1.2.5 Guarantees, warranties and bonds showing:
 - 1.2.5.1 Name and address of Project
 - 1.2.5.2 Guarantee commencement date (date of Certificate of Substantial Completion)
 - 1.2.5.3 Duration of warranty.
 - 1.2.5.4 Clear indication of what is being guaranteed and what remedial action will be taken under guarantee.
 - 1.2.5.5 Signature and seal of Contractor.
 - 1.2.5.6 Additional material used in project listed under various sections showing name of manufacturer and source of supply.

1.2.5.7 Neatly type lists and notes. Use clear drawings, diagrams or manufacturer's literature.

1.2.5.8 Include one complete set of final approved Shop Drawings (bound separately) indicating corrections and changes made during fabrication and installation.

2.0 MAINTENANCE MATERIAL

2.1 Where supply of maintenance material is specified, deliver to Consultant as follows:

2.1.1 Materials in unbroken cartons, or if not supplied in cartons, they shall be strongly packaged.

2.1.2 Clearly mark as to content.

2.1.3 If applicable give colour, room number of area where material used.

3.0 AS-BUILT DRAWINGS

3.1 The General Contractor shall provide the Owner "As-Built Drawings " (Record Drawings) and digital record drawings (CD on Autocad Version 2000 of the " As-Built " Drawings)for the owner's use.

3.2 The Consultant Design Team will prepare the digital " As-Built Drawings indicating the design revisions to the tender documents " at cost "(ie. Addenda and Change Orders . The General Contractor shall pay the Consultant for this service.

END OF SECTION