



POUDRE SCHOOL DISTRICT

Poudre School District

**Emergency Power Projects,
Multiple Buildings, Phase 1 of 1**

Permit Set

Presented by:



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Poudre School District
Emergency Power Projects
Permit Set Specifications**

IMEG Project #21008467.00

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SECTION 01 11 00 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work covers design modifications to expand the generator backed-up electrical distribution system in the building to support the I.T. room loads requested to be on back-up power. Branch circuits are being extended by existing EM panels as well as new EM panels being located at select sites. Affected sites include Fort Collins High School, Fossil Ridge High School, Poudre High School and Webber Middle School.

1.2 CONTRACTS

- A. Project shall be constructed under a single contract(s) that shall include the Electrical work.

1.3 WORK OF CONTRACTORS

- A. In addition to fulfilling Contract Requirements, Contractor shall fulfill the requirements of all drawings, specifications, and the requirements of the General Conditions, Supplementary Conditions, and Division 1, General Requirements, all of which are hereby made a part of each division and section of the project specifications.

1.4 WORK BY OWNER

- A. Items not in contract: N/A
- B. Owner to remove and/or retain: N/A

1.5 OWNER SUPPLIED PRODUCTS

- A. Owner's responsibilities: None

1.6 CONTRACTOR'S USE OF SITE

- A. Access: Coordinate with Owner for specific access at each Building.
- B. Time restrictions for performing work: Coordinate with Owner for specific restrictions at each Building.
- C. Utility outage and shutdown: Contractor shall coordinate any and all utility outage and shutdowns with Owner.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 21 00 - ALLOWANCES

PART 1 - GENERAL

1.1 DESCRIPTION OF REQUIREMENTS

A. Types of allowances scheduled herein for the work include the following:

1. Contingency Allowance in accordance with the following paragraph:

- a. Contingency allowance shall be used only as directed for Owner's purposes, and only by change orders that designate amounts to be charged to contingency allowance. Contractor's related costs are not included in the Contract Sum (other than allowance itself) for work so ordered to be charged to contingency allowance. The change orders will include costs and allowable overhead/profit margins. At time of project closeout, unused amounts remaining in contingency allowance shall be credited to Owner by change order.

PART 2 - PRODUCTS (Pre-ordered items assigned to Contractor)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALLOWANCES

A. Contingency Allowances to be included in General Contractor's Base Bid:

1. The General Contractor shall include a contingency allowance in the amount of \$10,000 to cover costs of any additional work ordered.

END OF SECTION

SECTION 01 31 19 - PROJECT MEETINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 specification sections apply to this section.

1.2 SUMMARY

- A. This section specifies administrative and procedural requirements for project meetings including but not limited to:
 - 1. Preconstruction conference.
 - 2. Coordination meetings.
 - 3. Progress meetings.
 - 4. Construction schedule.

1.3 PRECONSTRUCTION CONFERENCE

- A. Engineer will schedule a preconstruction conference and organizational meeting at the project site or other convenient location no later than 15 days after execution of the Agreement between Owner and Contractor and prior to commencement of construction activities. Contractor will conduct the meeting to review responsibilities and personnel assignments.
- B. Attendees: The Owner, Engineer, Contractor and superintendent, major subcontractors, manufacturers, suppliers, and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the work.
- C. Agenda: Discuss items of significance that could affect progress, including such topics as:
 - 1. Tentative construction schedule.
 - 2. Critical work sequencing.
 - 3. Designation of responsible personnel.
 - 4. Procedures for processing field decisions and Change Orders.
 - 5. Procedures for processing Applications for Payment.
 - 6. Distribution of Contract Documents.
 - 7. Submittal of shop drawings, product data, and samples.
 - 8. Preparation of record documents.
 - 9. Use of the premises.
 - 10. Office, work and storage areas.
 - 11. Equipment deliveries and priorities.
 - 12. Housekeeping.
- D. Contractor will record and issue preconstruction conference meeting minutes.

1.4 COORDINATION MEETINGS

- A. Contractor shall conduct project coordination meetings on an as-needed basis convenient for all parties involved. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special pre-installation meetings.
- B. Contractor shall request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.

1.5 CONSTRUCTION PROGRESS MEETINGS

- A. Contractor shall conduct construction progress meetings at the project site at intervals convenient for all parties involved. The meetings for the duration of the project will be regularly scheduled at the pre-construction conference.
- B. Attendees: In addition to representatives of the Owner and Engineer, each Subcontractor, supplier or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings by persons familiar with the project and authorized to conclude matters relating to progress.
- C. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time, ahead of, or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the contract time.
- D. Review the present and future needs of each entity present, including such items as:
 - 1. Interface requirements
 - 2. Time
 - 3. Sequences
 - 4. Deliveries
 - 5. Off-site fabrication problems
 - 6. Access
 - 7. Site utilization
 - 8. Temporary facilities and services
 - 9. Hours of work
 - 10. Hazards and risks
 - 11. Housekeeping
 - 12. Quality and work standards
 - 13. Change orders
 - 14. Documentation of information for payment requests
- E. Contractor shall record and issue meeting minutes for all construction progress meetings to all attendees and parties involved.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 50 00 - CONSTRUCTION FACILITIES & TEMPORARY CONTROLS

PART 1 - GENERAL

1.1 JOB CONDITIONS AND WORK SEQUENCE

- A. Contractor(s), Subcontractor(s), and Material Supplier(s) shall inform themselves as to conditions relating to the execution of work. Neglect of this requirement will not be accepted as cause for additional compensation and/or additional time for completion.
- B. Existing buildings will remain in operation during construction. Contractor shall schedule work in consultation with the Owner so there will be no interruption of existing building operations.

1.2 SITE EXAMINATION

- A. The Contractor shall take all measurements related to the existing building as required for the new work and to locate existing utilities. Contractor shall contact the City, Owner, and all utilities to carefully review all records of exposed, concealed, and buried points of connections, as to location, size, type, depth, operating characteristics, etc., including but not limited to, electrical service, telephone service, and water, gas, and sewer lines.

1.3 CLEANING

- A. General Cleaning: The Contractor and each Subcontractor shall remove rubbish and debris from the building site promptly as it accumulates but, in any case, not less frequently than each Friday afternoon. The Contractor shall perform an overall cleanup of the entire site including a broom cleaning of all appropriate surfaces as required but, in any case, not less frequently than each Friday afternoon.
- B. No burning of rubbish or debris will be allowed at site, nor shall rubbish at any time be thrown from structure. No debris shall be buried at the site. Do not dispose of wastes into streams or waterways.
- C. All dumpsters used on the project site shall have lids or canvas covers securely fastened to prevent debris from blowing about site.
- D. Keep streets and public roadways clean of dirt and mud tracked onto such surfaces by vehicles or equipment used or parked on construction site.

1.4 PROTECTION

- A. The Contractor shall:
 - 1. Provide, and maintain fences, planking, guard lights, barricades, warning signs, and guards as necessary for protection of material storage, curbs, sidewalks, streets, drives, and adjoining property, public, and new building. Use caution at all times to protect persons against injury resulting from job operations, movement of materials, and standing equipment.

2. Notify in writing, the Owners of corporate or private property that interferes with work and arrange with them for disposition of such property.
- B. Each Contractor and Subcontractor shall protect own materials, work, and equipment not normally covered by above protection; protect work of other trades, adjust damage when performing work; protect work outside of building lines such as trenches and excavations, as specified above; when performing work, maintain protection provided above. Contractor causing damage to any work shall repair or replace damaged work at Contractor's expense.
- C. Work outside of property line shall be repaired in accordance with requirements of authority having jurisdiction.
- D. Provide temporary dust barriers as required to protect existing areas during work of the contract.

1.5 CUTTING AND PATCHING

- A. Cutting and patching requirements specified herein, apply to all sections and divisions of the specifications, and all drawings covering demolition, remodeling, and new construction work to be performed by the Contractor and Mechanical and Electrical Subcontractors.
- B. All on site welding shall conform to the requirements and techniques of FM Global Engineering Division.
- C. Portions of the existing structure where existing work is to be demolished or removed, and where new work is to be done, connections made, materials handled, or equipment moved and relocated, shall be temporarily protected. Temporary protection shall be such that the interior of existing structure will at all times be protected from dust and weather inclemency and interior heat and/or air conditioning conserved. Temporary openings in exterior walls shall be protected by temporary weatherproof closures. Contractor will be held responsible for any damage to the existing structure or contents due to the insufficiency of such protection.
- D. Cutting and Patching Requirements:
 1. Where new work connects with present building and where remodeling of existing work occurs, the Contractor shall do all cutting, notching, keying, removal and trimming of existing construction required to make connections between the new and the old work and shall do all patching, repairing or refinishing of cut and immediately adjacent surfaces to provide a finish in conformance with industry standards and appropriate to finish materials intended to be used.
 2. Holes through existing floors, walls, and roofs for Mechanical and Electrical work shall be cut, patched, sealed, fire proofed, and flashed by the trade requiring the opening.
 3. Before breaking of surfaces, cut primary saw-cut 1" to 1-1/2" deep around areas where portions of work will be removed. Lines shall be straight.
 4. Materials and workmanship employed in patching, repairing, or refinishing existing surfaces and/or involving new construction shall conform to that of original work, unless otherwise shown or specified.

5. Clean existing surfaces remaining exposed as a result of demolition work and/or new construction. Clean entire wall faces, floor surfaces, column faces, etc., using sandblasting, wire brushing, or carborundum wheel. Where dovetail or other insert slots are exposed, they shall be filled with grout.

E. Keep property adjacent to buildings clean and free from accumulation of rubbish. Remove excess debris resulting from demolition operations, as it accumulates.

F. Walls, floors, etc., required to carry the excess weight of stored materials and equipment during demolition, removal and remodeling work, or which will be subjected to undue pressure from waste material, shall be shored or braced to withstand these excess loads.

1.6 CODE REQUIREMENTS

A. The Contractor shall conform to all requirements of local, state, and national codes, laws, ordinances, and utility company requirements and other regulations having jurisdiction over this installation.

B. If there is a discrepancy between the codes and regulations having jurisdiction over this installation and these specifications, the codes and regulations shall determine the method of the Work.

C. If the Contractor notes, at the time of bidding, any parts of the drawings and specifications that are not in accord with the applicable codes or regulations, Contractor shall inform the Architect in writing, requesting a clarification. If there is insufficient time to allow this procedure, Contractor shall submit, with proposal, a separate price required to make the system shown on the drawings comply with the codes and regulations.

D. All changes to the system made after the letting of the contract in order to comply with the applicable codes or requirements of the Inspector, shall be made by Contractor without cost to the Owner.

1.7 PROGRESS SCHEDULE

A. Immediately after being awarded the contract, the Contractor shall prepare an estimated Progress Schedule and submit same for the Architect's approval. It shall indicate the dates for the starting and completion of the various stages of construction.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 77 00 - CONTRACT CLOSEOUT

PART 1 - GENERAL

1.1 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's review, normally referred to as "final punch list."
- B. Provide submittals to Architect that are called for in other specification sections.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and remaining sum due.

1.2 FINAL CLEANING

- A. The Contractor and each Subcontractor shall perform thorough cleaning, sweeping, washing, and polishing of the entire new structure and site. The Contractor and each Subcontractor shall remove from work and equipment, provided under their respective divisions of work, all foreign matter, spots, and soil so as to put all such work and equipment, including finishes, in a complete and finished condition to the satisfaction of the Architect.
 - 1. Cleaning shall include removal of foreign matter from all drains, exterior and interior.
 - 2. Clean debris from roofs, gutters, downspouts, and drainage systems.
 - 3. Clean and sweep all paved areas; rake clean all landscaped areas.
- B. Initial protection of aluminum will be provided by Subcontractor providing work. Maintenance and any additional protection and repair work required shall be the responsibility of Contractor who shall have damaged work refinished where possible or replaced where required.
- C. Immediately prior to the occupancy of this project or parts thereof, the Contractor shall have all glass cleaned by a professional window washing contractor. Work shall include the removal of labels, paint spattering, excess glazing sealant, etc. Surfaces shall include mirrors, both sides of all glass in windows, borrowed lights, partitions, and doors.
- D. Upon completion of the work, the Contractor and each Subcontractor shall remove and dispose of all equipment, unused materials, waste, and construction facilities provided for the Contractor's work.
- E. After all outside cleanup work has been completed, interior cleanup shall be completed as follows:
 - 1. Subcontractor for plumbing work shall wash and leave free of stains and dust, all fixtures, and all piping, etc. This Contractor shall also clean all faucet aerators.

2. Subcontractor for heating work shall wash and leave clean all radiation covers, etc. Vacuum clean all air handling units, unit ventilators, unit heaters, and finned radiation, inside and out, cap, replace all filters with new filters if units have been used for temporary heating, and clean all motors.
3. Subcontractor for electrical work shall wash and clean all plates on switches and receptacles, light fixture lenses and trim reflectors, etc., and vacuum clean all panels (inside), etc.
4. The Contractor shall, after the above work has been done, completely vacuum all floors and walls, dust and clean all cabinet and wall materials, exposed steel and wood, clean all glass and scrub and clean all floors.
5. If Contractor does not remove rubbish or clean building as specified above, Owner reserves the right to have work done by others at Contractor's expense. If Subcontractors fail to perform their cleaning, the Contractor shall perform such work at the offending Subcontractor's expense.

1.3 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

1.4 PROJECT RECORD DOCUMENTS

- A. Maintain one set of drawings with changes marked on record documents on site; record actual revisions to the work and turn over the following to the Architect:
 1. Drawings.
 2. Specifications.
 3. Addenda.
 4. Change orders and other modifications to the Contract.
 5. Reviewed shop drawings, product data, and samples.
 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each Product Section description of actual products installed, including the following:
 1. Manufacturer's name and product model and number.
 2. Product substitutions or alternates utilized.
 3. Changes made by Addenda and modifications.
- F. Record Documents and Shop Drawings: Legibly mark each item to record actual construction including:
 1. Measured depths of foundations in relation to finish main floor datum.
 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.

3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
4. Field changes of dimension and detail.
5. Details not on original Contract drawings.

G. Submit documents to Engineer with claim for final Application for Payment.

1.5 OPERATION AND MAINTENANCE INSTRUCTIONS

A. Submit three properly indexed and bound copies, in 'D' Ring style notebooks, of the Operations and Maintenance Instructions to the Architect. Make all corrections or additions required.

B. Operation and Maintenance Instructions shall include:

1. Notebooks shall be heavy duty locking three ring binders and incorporate clear vinyl sheet sleeves on the front cover and spine for slip-in labeling. "Peel and stick" labels are not acceptable. Sheet lifters shall be supplied at the front of each notebook. Provide "Wilson-Jones" or equal, color black. Size notebooks a minimum of 1/2" thicker than material for future inserts. Label the spine and front cover of each notebook. If more than one notebook is required, label in consecutive order. For example; 1 of 2, 2 of 2. No other forms of binding will be acceptable.
2. Prepare binder covers (front and spine) with printed title "Operation and Maintenance Instructions", title of project and subject matter of binder when multiple binders are required.
3. Title page with project title, Architect, Contractor and Subcontractors, with addresses, telephone numbers, and contacts.
4. Table of Contents describing all index tabs.
5. Listing of all Subcontractors and major equipment suppliers with addresses, telephone numbers, and contacts.
6. Index tabs dividing information by specification section, major equipment, or systems. All tab titling shall be clearly printed under reinforced plastic tabs.
7. Copies of warranties.
8. Copies of all final approved shop drawings and submittals.
9. Copies of all factory inspections and/or equipment start-up reports.

1.6 WARRANTIES

A. Provide duplicate notarized copies.

B. Execute and assemble transferable warranty documents from Subcontractors, suppliers, and manufacturers.

C. Provide table of contents and assemble in three-ring binder with durable plastic cover.

D. Submit prior to final Application for Payment.

E. For items of work delayed beyond date of Substantial Completion, provide updated submittal within 15 days after acceptance, listing date of acceptance as start of warranty period.

1.7 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide products, spare parts, maintenance and extra materials in quantities specified in individual specification sections.
- B. Deliver to project site; obtain receipt prior to final payment.

1.8 RECORD DRAWINGS

- A. At completion of work and prior to final payment, the Contractor and each Subcontractor shall provide the Architect with a complete, accurate, clean, and legible set of record drawings that indicate exact location of all material items recorded on a day to day basis during the construction period.

1.9 GUARANTEES AND WARRANTIES

- A. The Contractor shall deliver all guarantees and warranties to the Owner prior to final completion.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 78 23 - OPERATIONS AND MAINTENANCE MANUALS

PART 1 - GENERAL

1.1 SUMMARY

- A. Description of Work: This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory.
 - 2. Operation manuals for systems, subsystems, and equipment.
 - 3. Maintenance manuals for the care and maintenance of products, materials, and finishes, and systems and equipment.

1.2 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.3 SUBMISSION OF MANUALS

- A. Initial Submittal: Submit two draft copies of each manual at least 15 days before requesting inspection for Substantial Completion. Include a complete operation and maintenance directory. Engineer will return one copy of draft and mark whether general scope and content of manual are acceptable.
- B. Final Submittal: Submit one copy of each manual in final form at least 15 days before final inspection. Engineer will return copy with comments within 15 days after final inspection.
 - 1. Correct or modify each manual to comply with Engineer's comments. Submit two copies of each corrected manual within 15 days of receipt of Engineer's comments.

1.4 COORDINATION

- A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information furnished by representatives and prepare manuals.

PART 2 - PRODUCTS

2.1 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of installer or supplier and maintenance service agent, and cross-reference specification section number and title in Project Manual.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
 - 1. Standard printed maintenance instructions and bulletins.
 - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 - 3. Identification and nomenclature of parts and components.
 - 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 - 1. Test and inspection instructions.
 - 2. Troubleshooting guide.
 - 3. Precautions against improper maintenance.
 - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - 5. Aligning, adjusting, and checking instructions.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
 - 1. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds:
 - 1. Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

2. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.
- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- D. Manufacturers' Data:
 1. Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 2. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.
 1. Do not use original Project Record Documents as part of operation and maintenance manuals.
- F. Comply with Division 01 Section CLOSEOUT PROCEDURES for schedule for submitting operation and maintenance documentation.

END OF SECTION