

UofL, Physical Plant – Project Close out Requirements.

Documents required for Closeout but not limited to the following:

1. Digital / PDF documents can be submitted by Flash drive, shared link or drop box.
2. Table of Contents and contact list of all contractor and vendors with “Company name, Contact person name, phone number and email address.” ***
3. Hard copy- ‘As Built’ drawings (Full size), specifications, Shop drawings, Warranties & Certificates, Test & Balance Report and Operation & Maintenance Manual (O&M) of all equipment installed and related documents. ***
(Hard copy of Shop drawings need to be indexed and places in 3-hole punch 8 ½ x 11 / 11x17 size documents and place in folder/s).
4. Notice of completion and “Certificate of Occupancy.”
5. Digital / PDF copy of items noted in “Item #2, #3 & #4”. **
6. Digital copy of the “Bound AutoCAD files” for all the drawings. REVIT files for the projects worked in REVIT.
7. 2 hard copies & digital PDF of contractor’s drawings. Examples-Sprinkler vendor drawings, structural calculations and drawings, life safety, temperature control drawings, duct drawings, elevators, Lighting Control drawings etc.
8. Digital / PDF copy, Final Inspection reports. Punch List during a final walk-thru.
9. Equipment List – Excel Spreadsheet with equipment name, type, manufacture, model, serial number, and location. (Mech, Elec & Plumbing)
10. Digital copy, Video recordings for maintenance of New equipment installed for Maintenance Personnel.
11. PDF of Fire Alarm System: Record of Completion.
12. PDF of Panel Schedule Ledger (Panel name, Circuit Number, Load Description)
13. PDF of Elevator package (when in project)
14. Leftover paint for future touch up. List of Paint colors, Brand, Color, Finish type, Paint type etc.
15. Color samples of Interior finishes.
16. Refer to construction documents specifications for more specific close out documents to be submitted.

Note:

**** - UofL Physical Plant, Belknap Campus Projects. TWO Copies of items #2 & #3 and all listed.**

***** - UofL Health, UofL Athletics, UofL Housing Project**

Provide THREE Copies: One copy for the Building, One Copy for UofL Health / UofL Athletics / UofL Housing.

One Copy for Physical Plant will be placed in permanent archives on Belknap campus.