

Project Closeout Requirements for the Facilities Archive Library

The University of Toledo needs As-Built and Record documents and other related project documentation for each renovation and construction project, for all campuses, as we have two libraries, a digital library and a hard copy library. **All Closeout documents, hard copy and digital (electronic), must clearly display the University's Project Name and Project Number (as referenced in your Contract).**

Archive Library Close-Out for Contractors:

PDF As-builts, O&M manuals, Warranty Information, Binders, etc. must be submitted by the contractor to the A/E for their review and approval. A/E's shall review and approve for accuracy and completeness, and incorporation into record drawings. Following review and approval, A/E shall submit all contractor required archive library documents to UT along with their required archive library documents.

1. As-built Drawings (provided by the contractor and supplied to the A/E incorporation into drawings)

We need one set of As-built Drawings in PDF file format, submitted by each contractor with their Contractor Substantial Completion Checklist. The PDF set shall contain each individual drawing as a separate PDF. Use the following naming format for all documents: Document Sheet Name, Document Sheet Title, latest date on drawing (Example: A5.15_Wall Sections). Documents not delivered in this format will be returned and the project close-out delayed.

As-built Drawings definition: Changes marked on the conformed set of drawings by the Contractor indicating differences in actual construction from the conformed drawings.

2. Binders and Supplemental Materials (provided by the contractor and supplied to the A/E for review and approval. Submitted to UT by A/E)

We need one copy of all project closeout binders in hard copy (paper) format and one copy in PDF file format. These are commonly referred to as O&M manuals, but may also include warranty information. **Binder outside cover must include the following information: UT Project Name; UT Project Number; Contractor's Name; Date of Submission. Include a Table of Contents. The digital version of the binder must mirror the organization and content of the hard copy binder.**

3. Submittals (provided by the contractor and supplied to the A/E for review and approval. Submitted to UT by A/E)

We need the project's final approved submittals, organized by trade, in PDF file format.

Archive Library Close-Out for A/E:

1. Digital Record Drawings

We need one complete set of Record Drawings in PDF file format and one complete set in AutoCAD file format. The PDFs need to be rotated so that they can be viewed straight on. The AutoCAD drawings **must have all xrefs bound.**

These digital sets of drawings are commonly delivered to us on a CD or DVD, but may be furnished using an FTP site. There needs to be a one-to-one-to-one ratio of PDF to AutoCAD drawings to hard copy printouts. Use the following naming format for all documents (PDF and AutoCAD): Document Sheet Name, Document Sheet Title, latest date on drawing (Example: A5.15_Wall Sections). Documents not delivered in this format will be returned and the project close-out delayed.

Record Drawings definition: All changes from Conformed Drawings as a result of As-Built Drawings, Bulletins, Field Change Orders, etc., on a project which are incorporated into a final set of electronic and

hard copy drawings. Changes should appear unmarked (not bubbled) as if part of the original bid documents and shall have a “**RECORD DRAWING** or **DRAWING OF RECORD**” stamp indicating the date of completion by the A/E firm of record.

2. Hard Copy Record Drawings

For the hard copy (paper) library, we need one complete set of Record Drawings in large scale paper format, usually 36” x 24” or 42” x 30” in size. Not half size.

3. Project Specifications – PDF Record Set Version

Record Set Project Specifications furnished in PDF file format.

4. Contractor Required Archive Library Close-Out

A/E to submit all contractor required archive library close-out documents to UT following completeness review and approval.

Closeout Document Matrix

Facilities Archive Library
Effective: June 01, 2022

Document Type	Hard Copy Paper Format	PDF File Format	AutoCAD File Format
Record Drawings	1 Complete Set	1 Complete Set*	1**
As-Built Drawings	N/A	1 Complete Set*	N/A
Binders & Supplementals	1	1	N/A
Specifications	N/A	1	N/A
Submittals	N/A	1	N/A

***Split into individual PDFs, rotated and named as directed**

****All xrefs bound**

Thank you.

Please direct any questions about these requirements to: Nicole Baden, University Architect
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