

UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION



Project Close-out Instructions

The University of Toledo requires As-Built / Record documents and other related project documentation for each renovation and construction project. Documents not delivered in the required format or incomplete will be returned and the project close-out delayed.

Pre-Construction Meeting

These instructions shall be distributed at the Pre-Construction Meeting and discussed by the University Project Manager, Associate, and Contractor.

Construction

The Contractor shall maintain a set of As-Built drawings on site and note changes as they occur throughout the project. Do not wait until the project is complete to create As-Built Drawings.

As-Built Drawings definition: Changes marked on the Conformed Set of drawings by the Contractor indicating differences in actual construction from the conformed drawings due to differing field conditions, change orders, finish modifications, etc.

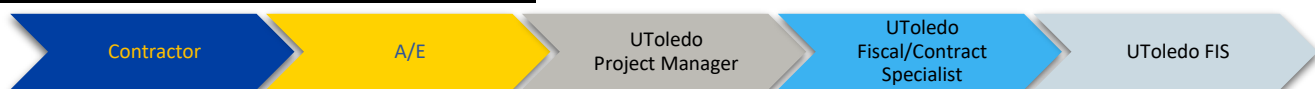
Construction Progress Meetings

Engage in regular discussions regarding changes and As-Built recording. Before Substantial Completion, while regular construction progress meetings are still taking place, discuss the closeout process and responsibilities to ensure a smooth closeout process.

Close-out Forms & Documents

Close-out forms and documents for A/E and Contractors can be found on the UToledo Website at <https://www.utoledo.edu/facilities/planning-design-construction/construction-forms-and-documents.html> and <https://www.utoledo.edu/facilities/planning-design-construction/achitect-and-engineer-forms-and-documents.html>

Close-out Document Chain of Custody



All documentation shall be complete and accurate prior to transmitting to subsequent party.

Responsibilities

Contractor

• Contractor

- Complete **and** sign all applicable documents listed on *Project Close-out Checklist*.
 - All boxes in the *Contractor* column shall be marked with either ✓ or n/a. Discuss items marked “n/a” with UToledo Project manager prior to submitting for A/E review and approval.
 - Schedule Warranty Inspection Date (11 month Walk-Thru) with Architect / Engineer and UToledo Project Manager.
- Documentation required for Facilities Archive Library.
 - As-Built Drawings (PDF)
 - Full Set, file name: Job Number_Job Name_As-Built (Ex. 1130-21-243_Research Labs (BO)_As-Built)
 - Individual Sheets, files named: Sheet Name_ Sheet Title (Ex: A5.15_Wall Sections)
 - Binders and Supplemental Materials (O&M manuals, Warranty info., etc.)
 - Hard Copy (Paper), **Binder outside cover must include the following: UToledo Project Name; UToledo Project Number; Contractor’s Name; Date of Submission. Include a Table of Contents within binder.**
 - PDF, must mirror organization and content of the hard copy.
 - Approved Submittals, PDF, organized by trade.
- Transmit all Close-out documents, As-Built Drawings, O&M manuals, Warranty Information, binders, etc. to Architect / Engineer for review and approval.

All Closeout documents, hard copy and digital (electronic), must clearly display the University’s Project Name and Project Number.

Architect / Engineer

• Architect / Engineer

- Complete **and** sign the *Project Close-out Checklist* and all associated documents.
 - Ensure all applicable Contractor documents have been received and are accurate.
 - All boxes in the A/E column shall be marked with either ✓ or n/a. Discuss items marked “n/a” with UToledo Project manager.
 - Schedule Warranty Inspection Date (11 month Walk-Thru) with Contractor and UToledo Project Manager.
- Incorporate Contractor Provided As-Built Drawings into the Record Drawings
 - 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 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.
- Documentation required for Facilities Archive Library.
 - Record Drawings (PDF), rotated to be viewed straight on
 - Full Set, file name: Job Number_Job Name_RECORD
 - Individual Sheets, files named: Sheet Name_ Sheet Title (Ex: A5.15_Wall Sections)
 - Record Drawings (AutoCAD), **all Xref and images files shall be bound.**
 - Individual Sheets, files named: Sheet Name_ Sheet Title (Ex: A5.15_Wall Sections)
 - Project Specifications (PDF)
- Transmit all Close-out documents (Contractor and Architect / Engineer), Record Drawings, Project Specifications, As-Built Drawings, O&M manuals, Warranty Information, binders, etc. to UToledo Project Manager for review and approval.
 - Digital files shall be provided on a USB flash drive.