

PROJECT CLOSE-OUT DOCUMENTATION

1. **“Project Closeout” documents** shall include as a minimum:
 - a) Complete As-Built Drawings.
 - b) Complete Set of Technical Specifications
 - c) Operations & Maintenance Manuals in electronic format
 - d) Warranties.
 - e) Project submittals and shop drawings.
 - f) Commissioning and systems testing reports.
 - g) Threshold Inspection reports.
 - h) Executed Substantial/Final Completion forms.
 - i) LEED documentation.
 - j) Test & Balance Report.
 - k) Other as requested by the University Project Manager.

2. **As Built Drawings:** Drawings shall provide an accurate visual representation of the installed materials and equipment. Drawings shall be in AutoDesk or approved equivalent format and PFA or PDF/A file formats provided on archival quality CDs and/or DVDs. Records shall be included for all work, including Life Safety, Civil, Structural, Utilities, Architectural, Mechanical, Electrical, Fire Protection, Plumbing, Telecommunications, Interior Design, and other as needed.
 - a) As Built CAD DWG files, pen setting, and plot configurations or approved design documents that meet the most current National CAD standard as published when the project is constructed. CAD files shall be delivered in an edition no older than three years prior to submission. In addition, site plans shall be geo-referenced to NAD 83, Florida State Planes, Northzone, US Foot for all civil design drawings.

 - b) All other design documents shall be provided be in AutoDesk or approved equivalent format with bound xrefs.

3. **MEP Schedules:** 1 (one) electronic version of MEP schedules that include at minimum: as-built information, unit designation and location, manufacturer, serial identification number, capacity, voltage and electrical requirements in Excel Spreadsheet format.

4. **Other project completion documents:** 1 (one) electronic version of all construction documents, technical specifications, closeout documents, operational and maintenance manuals, warranty manuals and submittals/shop drawings in a clean format with the following standards and caveats:
 - a) All scanned documents will be scanned into PDF or PDF/A compatible format optimized for web-viewing compiled by Adobe 8.0.
 - b) Clean shall be defined as readable text, non-interrupted lines in that “no loss of distinct lines, including hairlines, profiles, skylines, horizons, etc., that are a

result of a lack of dithering or too light a scan,” no loss of features for included images, skewing less than 3%, no text or lines are cut off, a lack of extraneous lines and hazy inclusions, and the pages are not deckled in any way.

- c) Florida State University Facilities personnel reserve the right to rename, and/or otherwise administer any scanned document as they see fit.
5. Facilities Archives reserves the right to refuse any documents which do not comply with the aforementioned standards.

END OF SECTION