



TTU DOCUMENT & CLOSEOUT REQUIREMENTS

1. REVIEW DOCUMENT SUBMITTALS.

- A. Verify actual quantities required for each project prior to printing.
- B. Typical submittals for a Design Phase Review include the following:
 - 1. 1 full-size set of Drawings.
 - 2. 2 half-size sets of Drawings.
 - 3. 2 Project Manuals.
 - 4. Electronic documents.
 - 5. Cost verification or Construction Cost Estimate.
 - 6. Schedule update.
 - 7. HPBr update.
- C. Full-size drawings shall not be larger than 30" x 42" format.
- D. If multiple volumes are required, each volume shall be limited to approximately 200 sheets or $\frac{3}{4}$ " thick per volume for manageability. Each volume shall have a Table of Contents with full drawing index on the cover page with the volumes clearly marked.
- E. Bindings shall be staples and binding strips or drilled with post screws. No prong fasteners accepted.
- F. Project Manuals shall be drilled for 3-ring binders. Verify with Project Manager if new binders are required for submission as TTU often has extras to reuse. No comb bindings.
- G. Campus will share redline markups of review sets to facilitate Designer corrections, but the redlines must be returned to campus no later than submission of the subsequent phase or start of bidding.
- H. Final Payment will not be reviewed or approved until all closeout documents are received.

2. CLOSEOUT DOCUMENTS.

A. GENERAL.

- 1. Designer's Manual references:
 - a. Section 01 78 01 or 01 78 02 Closeout Submittals in Appendix 2, Standard Bidding and Construction Documents.
 - b. Project Closeout Checklist C72 in Appendix 1, Administrative Forms.
 - c. Chapter 7, Closeout and Record Documents.

B. DESIGN.

- 1. Review all specifications included in the Project Manual for appropriate inclusion of warranty and closeout data requirements.



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2. Product Data should be included as a required closeout submittal for all building components.

C. CLOSEOUT SUBMITTALS.

1. Operations & Maintenance Binders.

- a. O & M Documents shall be provided for all building materials or components which:

- i. Require cleaning.
- ii. Require ongoing maintenance throughout the life of the product.
- iii. Contain parts or components which may require replacement.
- iv. Require basic operating instructions.

- b. Submit:

- i. 1 hard copy, tabbed and indexed, bound in 3-ring binders, no larger than 4" each for manageability.
- ii. 1 flash drive with digital files, bookmarked and searchable.

2. Product Data Binders.

- a. Product Data shall be provided for all building components.

- i. Clearly mark and identify specific product which was installed in the project, including but not limited to: model number, finish, color, profile, or other specific qualities selected and installed during construction.

- b. Warranties for all products offering a warranty, regardless of inclusion in Project Manual.

- c. Submit:

- i. 1 hard copy, tabbed and indexed, bound in 3-ring binders, no larger than 4" each for manageability.
- ii. 1 flash drive with digital files, bookmarked and searchable.

3. Training Videos.

- a. Submit a Flash Drive containing training videos of demonstration and training sessions with campus personnel.

4. As-Built Record Drawings.

- a. Clarification: As-Built Documents are comprised of all drawings and specifications corrected electronically to reflect all changes made throughout construction and incorporated into the Designer's full set of documents.

- b. Submit:

- i. 1 hard copy of record drawings, organized and bound as noted above.
- ii. 1 hard copy of specifications, organized and bound as noted above.
- iii. Flash Drives containing:



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- A. Digital drawing files (ACAD, PDF, and REVIT)
 - 1. PDFs shall be separated and organized by discipline, i.e. Civil/Landscape, Architectural, Structural, MPFP, and Electrical (with Data & Fire Alarm) for manageability.
 - B. Specifications (PDF)
 - 1. Organized by volume as submitted during design and construction.
5. Additional Requirements.
- a. Provide a list of all finish and color selections for all exposed surface materials or components requiring a finish selection.