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DIVISION 01 - GENERAL REQUIREMENTS

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CLOSEOUT SUBMITTALS

05/15

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PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

ASTM INTERNATIONAL (ASTM)

ASTM E 1971 (2005) Stewardship for the Cleaning of Commercial and Institutional Buildings

GREEN SEAL (GS)

GS-37 (2000; R 2005) Industrial and Institutional Cleaners

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-03 Product Data

As-Built Record of Equipment and Materials
Warranty Management Plan
Warranty Tags
Final Cleaning
Spare Parts Data

SD-08 Manufacturer's Instructions

Preventative Maintenance
Condition Monitoring (Predictive Testing)
Inspection
Posted Instructions

SD-10 Operation and Maintenance Data

Operation and Maintenance Manuals; G, RO

SD-11 Closeout Submittals

Record Drawings
Certification of EPA and USDA Designated Items; G, RO
Form DD1354; G, RO
Checklist for Form DD1354; G, RO

1.3 PROJECT RECORD DOCUMENTS

1.3.1 Record Drawings

This Paragraph covers record drawings complete, as a requirement of the Contract. The terms "working record drawings" and "final record drawings" refer to Contract Drawings which are revised to be used for final record drawings showing as-built conditions.

Submit to the Contracting Officer the final record drawings, consisting of one set of full-size black line prints; 2 sets each of corrected electronic (CADD and .pdf) files on CD-ROM or DVD disks; verification that the electronic (CADD and .pdf) files have been loaded and work on the designated computer systems and are error- and virus-free; the approved preliminary drawings; and the required reproduced items. Compile the corrected .pdf files into sets so that the files can be viewed and printed by the Adobe reader; bookmark the sets by sheet number and title. Paper prints and electronic CADD files shall become the property of the Government.

1.3.1.1 Government Furnished Materials

The Government will provide 1 set of electronic CADD files, in the specified software and format, revised to reflect bid amendments, at the preconstruction conference for projects requiring CADD file record drawings.

1.3.1.2 Working Record and Final Record Drawings

Revise [2] [_____] sets of paper drawings by red-line process to show the as-built conditions during the prosecution of the project. Keep these revised prints current on a weekly basis and at least one set available on the jobsite. Changes from the Contract Drawings which are made in the work or additional information which might be uncovered in the course of construction shall be accurately and neatly recorded as they occur by means of details and notes. Prepare final record drawings after the completion of each definable feature of work as listed in the Contractor Quality Control Plan (foundations, utilities, structural steel, etc., as appropriate for the project). The Contracting Officer and the Contractor will jointly review the revised prints and final record drawings for accuracy and completeness prior to submission of each monthly pay estimate. If the Contractor fails to maintain the working and final record drawings as specified herein, the Contracting Officer will deduct from the monthly progress payment an amount representing the estimated cost of maintaining the record drawings. This monthly deduction will continue until an agreement can be reached between the Contracting Officer and the Contractor regarding the accuracy and completeness of updated drawings. Show on the working and final record drawings, but not limit them to:

- a. The actual location, kinds and sizes of sub-surface utility lines. In order that the location of these lines and appurtenances may be determined in the event the surface openings or indicators become covered over or obscured, show by offset dimensions to two permanently fixed surface features the end of each run including each change in direction on the record drawings. Locate valves, splice boxes and similar appurtenances by dimensioning along the utility run from a reference point. Also record the average depth below the surface of each run.
- b. The location and dimensions of changes within the building structure.

- c. Correct grade, elevations, cross section, or alignment of roads, earthwork, structures or utilities if changes were made from Contract Drawings.
- d. Changes in details of design or additional information obtained from working drawings specified to be prepared and/or furnished by the Contractor; including but not limited to fabrication, erection, installation plans and placing details, pipe sizes, insulation material, dimensions of equipment foundations, etc.
- e. The topography, invert elevations and grades of drainage installed or affected as part of the project construction.
- f. Changes or modifications which result from the final inspection.
- g. Where Contract Drawings or specifications present options, show only the option selected for construction on the final as-built prints.
- h. If borrow material for this project is from sources on Government property, or if Government property is used as a spoil area, furnish a contour map of the final borrow pit/spoil area elevations.
- i. Systems designed or enhanced by the Contractor, such as HVAC controls, fire alarm, fire sprinkler, and irrigation systems.
- j. Modifications (include within change order price the cost to change working and final record drawings to reflect modifications) and compliance with the following procedures.
 - (1) Follow directions in the modification for posting descriptive changes.
 - (2) Place a Modification teardrop at the location of each deletion.
 - (3) For new details or sections which are added to a drawing, place a Modification teardrop by the detail or section title.
 - (4) For minor changes, place a Modification teardrop by the area changed on the drawing (each location).
 - (5) For major changes to a drawing, place a Modification teardrop by the title of the affected plan, section, or detail at each location.
 - (6) For changes to schedules or drawings, place a Modification teardrop either by the schedule heading or by the change in the schedule.
 - (7) The Modification teardrop size shall be 1/2 inch diameter unless the area where the teardrop is to be placed is crowded. Smaller size teardrops shall be used for crowded areas.

1.3.1.3 Drawing Preparation

Modify the record drawings as necessary to correctly show the features of the project as it has been constructed by bringing the Contract set into agreement with approved working record prints, and adding drawings as necessary. These working record prints shall be neat, legible, and accurate. These drawings are part of the permanent records of this project and shall be returned to the Contracting Officer after approval by the

Government. Replace lost and damaged drawings to the satisfaction of, and at no expense to, the Government.

1.3.1.4 Computer Aided Design and Drafting (CADD) Drawings

Employ only personnel proficient in the preparation of CADD drawings to modify the Contract Drawings and prepare additional new drawings. Additions and corrections to the Contract Drawings shall be equal in quality and detail to that of the originals. Line colors, line weights, lettering, layering conventions, and symbols shall be the same as the original. If additional drawings are required, prepare them using the same electronic file format and graphic standards specified for original drawings. The title block and drawing border for new final record drawings shall be identical to that used on the Contract Drawings. Accomplish additions and corrections to the Contract Drawings using CADD files. The Government will furnish Revit files for building design and MicroStation V8 files for site design, compatible with a Windows 7 operating system. The electronic files will be supplied on CD/DVD. Provide program files and hardware necessary to prepare final record drawings. The Contracting Officer will review final record drawings for accuracy and return them to the Contractor for required corrections, changes, additions, and deletions.

- a. Do not rename the Contract Drawings. Filenames shall follow the AEC standard to include the project code assigned to the specific project provided by COE. Changes shall be made on the layer/level as the original item.
- b. When final revisions have been completed, show the wording "RECORD DRAWINGS/AS-BUILT CONDITIONS" followed by the name of the Contractor in letters at least $3/16$ inch high on the cover sheet drawing. Mark other Contract Drawings either "Record" drawing denoting no revisions on the sheet or "Revised Record" denoting one or more revisions. Date original Contract Drawings in the revision block.
- c. Within $[[10] []]$ days for contracts less than \$5 million] $[20$ days for contracts \$5 million and above] after Government approval of the working record drawings for a phase of work, prepare the final CADD record drawings for that phase of work and submit 2 sets of blue-lined prints of these drawings for Government review and approval. The Government will promptly return one set of prints annotated with necessary corrections. Within $[[7] []]$ days for contracts less than \$5 million] $[10$ days for contracts \$5 million and above] revise the CADD files accordingly at no additional cost and submit one set of final prints for the completed phase of work to the Government. Within $[[10] []]$ days for contracts less than \$5 million] $[20$ days for contracts \$5 million and above] of substantial completion of work, submit the final record drawing package for the entire project. Submit one set of electronic files on compact disk, read-only memory (CD-ROM), two sets of blue-line prints and one set of the approved working record drawings. They shall be complete in detail and identical in form and function to the Contract Drawing files supplied by the Government. Transactions or adjustments necessary to accomplish this is the responsibility of the Contractor. The Government reserves the right to reject drawing files it deems incompatible with the customer's CADD system. Paper prints, drawing files and storage media submitted will become the property of the Government upon final approval. Failure to submit final record drawing files and marked prints as specified will be cause for withholding payment due the Contractor under this Contract. Approval and acceptance of final record drawings shall be

accomplished before final payment is made to the Contractor.

1.3.1.5 Payment

No separate payment will be made for record drawings required under this Contract, and costs accrued in connection with such drawings are considered a subsidiary obligation of the Contractor.

1.3.2 As-Built Record of Equipment and Materials

Furnish [one copy] [[_____]copies] of preliminary record of equipment and materials used on the project [15] [_____] days prior to final inspection. This preliminary submittal will be reviewed and returned [2] [_____] days after final inspection with Government comments. Submit [2] [_____] sets of final record of equipment and materials [10] [_____] days after final inspection. Key the designations to the related area depicted on the Contract Drawings. List the following data:

RECORD OF DESIGNATED EQUIPMENT AND MATERIALS DATA

Description	Specification Section	Manufacturer and Catalog, Model, and Serial Number	Composition and Size	Where Used
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1.3.3 Final Approved Shop Drawings

Furnish final approved project shop drawings [30] [_____] days after transfer of the completed facility.

1.3.4 Construction Contract Specifications

Furnish final record construction Contract specifications, including modifications thereto, [30] [_____] days after transfer of the completed facility.

1.3.5 Real Property Equipment

Furnish a list of installed equipment furnished under this Contract. Include information usually listed on manufacturer's name plate. In the "EQUIPMENT-IN-PLACE LIST" include, as applicable, the following for each piece of equipment installed: description of item, location (by room number), model number, serial number, capacity, name and address of manufacturer, name and address of equipment supplier, condition, spare parts list, manufacturer's catalog, and warranty. Furnish a draft list at time of transfer. Furnish the final list [30] [_____] days after transfer of the completed facility.

1.4 SPARE PARTS DATA

Indicate manufacturer's name, part number, nomenclature, and stock level required for maintenance and repair. List those items that may be standard to the normal maintenance of the system.

Supply [_____] items of each part for spare parts inventory. Provision of spare parts does not relieve the Contractor of responsibilities listed under the Contract guarantee provisions.

1.5 PREVENTATIVE MAINTENANCE

Submit [Preventative Maintenance](#) and [Condition Monitoring \(Predictive Testing\)](#) and [Inspection](#) schedules with instructions that state when systems should be retested.

Define the anticipated length of each test, test apparatus, number of personnel identified by responsibility, and a testing validation procedure permitting the record operation capability requirements within the schedule. Provide a signoff blank for the Contractor and Contracting Officer for each test feature; e.g., [gpm](#), [rpm](#), [psi](#). Include a remarks column for the testing validation procedure referencing operating limits of time, pressure, temperature, volume, voltage, current, acceleration, velocity, alignment, calibration, adjustments, cleaning, or special system notes. Delineate procedures for preventative maintenance, inspection, adjustment, lubrication and cleaning necessary to minimize corrective maintenance and repair.

Repair requirements shall inform operators how to check out, troubleshoot, repair, and replace components of the system. Include electrical and mechanical schematics and diagrams and diagnostic techniques necessary to enable operation and troubleshooting of the system after acceptance.

1.6 CERTIFICATION OF EPA AND USDA DESIGNATED ITEMS

Submit the [Certification of EPA and USDA Designated Items](#) as required by FAR 52.223-9 "Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items". Include on the certification form the following information: project name, project number, Contractor name, license number, Contractor address, and certification. The certification shall read as follows and be signed and dated by the Contractor. "I hereby certify the information provided herein is accurate and that the requisition/procurement of the materials listed on this form comply with current EPA standards for recycled/recovered materials content and USDA standards for biobased materials content. The following exemptions may apply to the non-procurement of recycled/recovered/biobased content materials: 1) The product does not meet appropriate performance standards; 2) The product is not available within a reasonable time frame; 3) The product is not available competitively (from two or more sources); 4) The product is only available at an unreasonable price (compared with a comparable non-recycled/non-biobased content product)." Record each product used in the project that has a requirement or option of containing recycled or biobased content in accordance with Section[[01 62 35 RECYCLED/RECOVERED MATERIALS](#)] [[01 33 29.00 37 SUSTAINABILITY](#)], noting total price, total value of post-industrial recycled content, total value of post-consumer recycled content, total value of biobased content, exemptions (1, 2, 3, or 4, as indicated), and comments. Recycled and biobased content values may be determined by weight or volume percent, but shall be consistent throughout. Include a copy of certification in SDD Notebook.

1.7 WARRANTY MANAGEMENT

1.7.1 [Warranty Management Plan](#)

Develop a warranty management plan which contains information relevant to the clause Warranty of Construction in [_____]. At least 30 days before the planned pre-warranty conference, submit the warranty management plan for Government approval. Include within the warranty management plan the required actions and documents to assure that the Government receives the

warranties to which it is entitled. The plan shall be in narrative form and contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesmen, or of engineering background, not necessarily familiar with this Contract. The term "status" as indicated below shall include due date and whether item has been submitted or was accomplished. Warranty information made available during the construction phase shall be submitted to the Contracting Officer for approval prior to each monthly pay estimate. Assemble approved information in a binder and turn over to the Government upon acceptance of the work. The construction warranty period shall begin on the date of project acceptance and continue for the full product warranty period. A joint 4 month and 9 month warranty inspection will be conducted, measured from time of acceptance, by the Contractor, Contracting Officer and the Customer Representative. Include within the warranty management plan, but not limited to, the following:

- a. Roles and responsibilities of the personnel associated with the warranty process, including points of contact and telephone numbers within the organizations of the Contractors, subContractors, manufacturers or suppliers involved.
- b. Listing and status of delivery of Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers, and for commissioned systems such as fire protection and alarm systems, sprinkler systems, lightning protection systems, etc.
- c. A list for each warranted equipment, item, feature of construction or system indicating:
 - (1) Name of item.
 - (1) Model and serial numbers.
 - (1) Location where installed.
 - (1) Name and phone numbers of manufacturers or suppliers.
 - (1) Names, addresses and telephone numbers of sources of spare parts.
 - (1) Warranties and terms of warranty. Include one-year overall warranty of construction. Items which have extended warranties shall be indicated with separate warranty expiration dates.
 - (1) Cross-reference to warranty certificates as applicable.
 - (1) Starting point and duration of warranty period.
 - (1) Summary of maintenance procedures required to continue the warranty in force.
 - (1) cross-reference to specific pertinent Operation and Maintenance manuals.
 - (1) Organization, names and phone numbers of persons to call for warranty service.
 - (1) Typical response time and repair time expected for various warranted equipment.
- d. The Contractor's plans for attendance at the 4 and 9 month post-construction warranty inspections conducted by the Government.
- e. Procedure and status of tagging of equipment covered by extended warranties.
- f. Copies of [instructions](#) to be posted near selected pieces of equipment where operation is critical for warranty and/or safety reasons.

1.7.2 Performance Bond

The Contractor's Performance Bond [shall remain effective throughout the construction period] [_____].

- a. Following oral or written notification of required construction warranty repair work, respond in a timely manner. Written verification will follow oral instructions. Failure of the Contractor to respond will be cause for the Contracting Officer to proceed against the Contractor.
- b. If the Contractor fails to commence and diligently pursue required construction warranty work, the Contracting Officer will have the work performed by others and, after completion of the work, will charge the remaining construction warranty funds of expenses incurred by the Government while performing the work, including, but not limited to administrative expenses.
- c. If sufficient funds are not available to cover the construction warranty work performed by the Government at the Contractor's expense, the Contracting Officer will have the right to recoup expenses from the bonding company.

1.7.3 Pre-Warranty Conference

Prior to Contract completion, and at a time designated by the Contracting Officer, meet with the Contracting Officer to develop a mutual understanding with respect to the requirements of this Section. Communication procedures for Contractor notification of construction warranty defects, priorities with respect to the type of defect, reasonable time required for Contractor response, and other details deemed necessary by the Contracting Officer for the execution of the construction warranty will be established/reviewed at this meeting. In connection with these requirements and at the time of the Contractor's quality control completion inspection, furnish the name, telephone number and address of a licensed and bonded company which is authorized to initiate and pursue construction warranty work action on behalf of the Contractor. This point of contact shall be located within the local service area of the warranted construction, be continuously available, and sbe responsive to Government inquiry on warranty work action and status. This requirement does not relieve the Contractor of its responsibilities in connection with other portions of this provision.

1.7.4 Contractor's Response to Construction Warranty Service Requirements

Following oral or written notification by the Contracting Officer, respond to construction warranty service requirements in accordance with the "Construction Warranty Service Priority List" and the three categories of priorities listed below. Submit a report on warranty items that have been repaired during the warranty period. Include within the report the cause of the problem, date reported, corrective action taken, and when the repair was completed. If the Contractor does not perform the construction warranty within the timeframes specified, the Government will perform the work and backcharge the construction warranty payment item established.

- a. First Priority Code 1. Perform onsite inspection to evaluate situation, and determine course of action within 4 hours, initiate work within 6 hours and work continuously to completion or relief.
- b. Second Priority Code 2. Perform onsite inspection to evaluate

situation, and determine course of action within 8 hours, initiate work within 24 hours and work continuously to completion or relief.

c. Third Priority Code 3. Other work to be initiated within 3 work days and work continuously to completion or relief.

d. The "Construction Warranty Service Priority List" is as follows:

Code 1-Air Conditioning Systems

- (1) Recreational support.
- (2) Air conditioning leak in part of building, if causing damage.
- (3) Air conditioning system not cooling properly.

Code 1-Doors

- (1) Overhead doors not operational, causing a security, fire, or safety problem.
- (2) Interior, exterior personnel doors or hardware, not functioning properly, causing a security, fire, or safety problem.

Code 3-Doors

- (1) Overhead doors not operational.
- (2) Interior/exterior personnel doors or hardware not functioning properly.

Code 1-Electrical

- (1) Power failure (entire area or buildings operational after 1600 hours).
- (2) Security lights
- (3) Smoke detectors

Code 2-Electrical

- (1) Power failure (no power to a room or part of building).
- (2) Receptacle and lights (in a room or part of building).

Code 3-Electrical

Street lights.

Code 1-Gas

- (1) Leaks and breaks.
- (2) No gas to family housing unit or cantonment area.

Code 1-Heat

- (1). Area power failure affecting heat.
- (2). Heater in unit not working.

Code 2-Kitchen Equipment

- (1) Dishwasher not operating properly.
- (2) Other equipment hampering preparation of a meal.

Code 1-Plumbing

- (1) Hot water heater failure.
- (2) Leaking water supply pipes.

Code 2-Plumbing

- (1) Flush valves not operating properly.
- (2) Fixture drain, supply line to commode, or water pipe leaking.
- (3) Commode leaking at base.

Code 3 -Plumbing

Leaky faucets.

Code 3-Interior

- (1) Floors damaged.
- (2) Paint chipping or peeling.
- (3) Casework.

Code 1-Roof Leaks

Temporary repairs shall be made where major damage to property is occurring.

Code 2-Roof Leaks

Where major damage to property is not occurring, check for location of leak during rain and complete repairs on a Code 2 basis.

Code 2-Water (Exterior)

No water to facility.

Code 2-Water (Hot)

No hot water in portion of building listed.

Code 3-Other work not listed above.

1.7.5 Warranty Tags

At the time of installation, tag each warranted item with a durable, oil and water resistant tag approved by the Contracting Officer. Attached each tag with a copper wire and spray with a silicone waterproof coating. The date of acceptance and the QC signature shall remain blank until the project is accepted for beneficial occupancy. Show the following information on the tag.

- a. Type of product/material_____.
- b. Model number_____.
- c. Serial number_____.
- d. Contract number_____.
- e. Warranty period_____from_____to_____.
- f. Inspector's signature_____.
- g. Construction Contractor_____.
- Address_____.
- Telephone number_____.
- h. Warranty contact_____.
- Address_____.
- Telephone number_____.
- i. Warranty response time priority code_____.
- j. WARNING - PROJECT PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE

DURING THE WARRANTY PERIOD.

[1.8 MECHANICAL TESTING AND BALANCING

Contract requirements of Section [23 09 53.00 20 SPACE TEMPERATURE CONTROL SYSTEMS] [23 09 23.13 20 BACnet DIRECT DIGITAL CONTROL SYSTEMS FOR HVAC] shall be fully completed, including testing, prior to Contract completion date. In addition, Contract requirements of Section 23 08 00.00 20 HVAC TESTING/ADJUSTING/BALANCING shall be fully completed, including testing and inspection, prior to Contract completion date, except as noted otherwise in Section 23 08 00.00 20. The time required to complete work and testing as prescribed by Sections [23 09 53.00 20] [23 09 23.13 20], 23 08 00.00 20 and [_____] is included in the allotted calendar days for completion.

]1.9 OPERATION AND MAINTENANCE MANUALS

Operation and Maintenance Manuals shall be consistent with the manufacturer's standard brochures, schematics, printed instructions, general operating procedures, and safety precautions. Bind information in manual format and grouped by technical Sections. Test data shall be legible and of good quality. Light-sensitive reproduction techniques are acceptable provided finished pages are clear, legible, and not subject to fading. Pages for vendor data and manuals shall have 0.3937-inch holes and be bound in 3-ring, loose-leaf binders. Organize data by separate index and tabbed sheets, in a loose-leaf binder. Binder shall lie flat with printed sheets that are easy to read. Caution and warning indications shall be clearly labeled.

Submit classroom and field instructions in the operation and maintenance of systems equipment where required by the technical provisions. These services shall be directed by the Contractor, using the manufacturer's factory-trained personnel or qualified representatives. Give the Contracting Officer 7 calendar days written notice of scheduled instructional services. Instructional materials belonging to the manufacturer or vendor, such as lists, static exhibits, and visual aids, shall be made available to the Contracting Officer.

1.10 CLEANUP

Provide final cleaning in accordance with ASTM E 1971. Leave premises "broom clean." Comply with GS-37 for general purpose cleaning and bathroom cleaning. Use only nonhazardous cleaning materials, including natural cleaning materials, in the final cleanup. Clean interior and exterior glass surfaces exposed to view; remove temporary labels, stains and foreign substances; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition. [Clean] [Replace] filters of operating equipment and comply with the Indoor Air Quality (IAQ) Management Plan. Clean debris from roofs, gutters, downspouts and drainage systems. Sweep paved areas and rake clean landscaped areas. Remove waste and surplus materials, rubbish and construction facilities from the site. Recycle, salvage, and return construction and demolition waste from project in accordance with the Waste Management Plan. Promptly and legally transport and dispose of trash. Do not burn, bury, or otherwise dispose of trash on the project site.

[1.10.1 Extraordinary Cleanup Requirements

The following cleanup requirements apply: [_____].

]1.11 REAL PROPERTY RECORD

Near the completion of Project, but a minimum of 60 days prior to final acceptance of the work, complete, update draft attached to this Section, and submit an accounting of the installed property on Form DD1354 "Transfer and Acceptance of Military Real Property." Contact the Contracting Officer for project specific information necessary to complete the DD Form 1354. For information purposes, a blank DD Form 1354 (fill-able) in ADOBE (PDF) may be obtained at the following web site:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1354.pdf>

Submit the completed Checklist for Form DD1354 of Government-Furnished and Contractor-Furnished/Contractor Installed items. Attach this list to the updated DD Form 1354. Instructions for completing the form and a blank checklist (fill-able) in ADOBE (PDF) may be obtained at the following web site:

<http://www.hnd.usace.army.mil/techinfo/UFC/UFC1-300-08/UFC1-300-08.pdf>
See Appendix D of this pdf for the checklist.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --