

DIVISION 00 – PROCUREMENT AND CONTRACT REQUIREMENTS**00 00 00 – Procurement and Contracting Requirements**

1. General Conditions
 - a. Reference Procurement website for Policies and Procedures, <https://www.rit.edu/fa/procurement/content/policies-procedures>
 - b. Consultants working at RIT must be pre-qualified and entered into the Approved Vendor List at Facilities Management Services (FMS). Application/information forms are available in hard copy or electronic format and will be sent to interested vendors upon request.
 - c. This guideline is for both new construction and renovation work. Please review the renovation projects in GREAT detail before you provide a proposal. The upfront field work required needs to be addressed.
 - d. While many parties may be involved in RIT construction projects, RIT FMS is the authoritative client for all projects. Suggestions, directions, needs, etc. which are raised by others during design phase work or construction phase work are not to be acted upon without approval of the designated Project Manager assigned by FMS to the job.
 - e. RIT recognizes that sustainability is a concept that seeks to provide the best outcomes for human and natural environments by meeting the needs of the present generation without compromising the ability of future generations to meet their needs. Whenever possible the University attempts to foster sustainability. Include sourcing products that can be recycled or are biodegradable and that contain less toxic and hazardous chemicals and additives; source reduction; and solid waste reduction as well as purchasing local goods that are grown in environmentally sound ways or buying products through systems that produce the least amount of environmental pollutants. The University desires that the Provider foster sustainability and partner with the University in the expanding areas of sustainability.
 - f. RIT new buildings may be capable of LEED certification, but the University shall not pursue on all projects. Verify requirements with Project Manager.
 - g. We encourage our design consultants to apply a universal and inclusive design approach to ensure that our facilities are accessible to the entire community that RIT serves. In addition to accommodating the general public, RIT's community includes students with a variety of special needs. It is important to our campus that this approach include any accessibility requirements set forth by state building codes; and since we are a 'place of public accommodation', that all ADA requirements be adhered to, as required by the Federal government. **Note that the needs of the diverse RIT community may exceed statutory requirements in some cases.** In addition, for some projects, focus groups may be created to review the design to ensure that we do not install textures and colors that produce visual contrast issues for specific segments of the RIT community.
 - h. Contractors are required to review and understand the sections of this document related to their work.
2. RIT Owner-Architect Agreement and RIT General Conditions of the Contract
 - a. These requirements do not supersede any requirements put forth in the standard contract language or general conditions.
 - b. A/E firm is responsible to review this document in detail, and discuss any concerns with FMS.
 - c. Contractors should raise any questions or concerns before work is bid.
 - d. Successful bidders shall confirm that their proposed methods meet these guidelines prior to installation.
3. Drawings/Specifications
 - a. A/E and Contractors are required to follow the CAD Specifications per Appendix 1.
 - b. A/E is required to provide a code compliance plan to include but not limited to: fire extinguishers, occupant load, travel distance, and construction type.
 - c. A/E is required to provide a sign placement plan (all signage details are RIT standards) showing location of equipment and hazards, in accordance with Chapter 5 of the Fire Code of NY State and showing accessibility signage in accordance with Section 1110 of the Building Code of NY State. Room signs are not required to be indicated.
 - d. A/E is required to work directly with the temperature control group and:
 - i. Provide a detailed points list using the RIT points list template.
 - ii. The temperature control specifications must be incorporated in the project specifications. FMS controls shall provide their latest version of the TC specification.
 - iii. Complete set of the sequences of operation must be developed for the project.
 - iv. Design team shall include all CAD drawings developed by the FMS Controls Department, as pertinent to the project.
 - v. Section 4 (scope) of the TC specification shall be revised for each project.

- e. RIT is working on standard specifications and details. A/E firm is required to meet with FMS to understand the latest specific requirements. RIT requires the record drawings and specs to be delivered to RIT electronically following the RIT CAD standard format.
 - f. Before A/E progresses with construction drawings and specifications, room names/numbers and equipment numbers and nomenclature must be reviewed with and approved by RIT's Design, Engineering and Electrical Departments.
 - g. RIT's *Design and Construction Guidelines* shall be included in all Project Manuals as an appendix and shall be referenced accordingly in the contract documents prepared by the A/E firm.
 - h. Use only standard measures (except, do not use straw bales around catch basins) from NYSDEC Blue Book Toolbox for SWPPP and Storm water Plans, or latest NYSDEC information.
 - i. For more information, see <https://www.rit.edu/fa/procurement/construction/constructiondocs.html>
4. Mechanical, Electrical, and Plumbing (MEP) Drawings
- a. The following drawings are required for NEW construction:
 - i. Full plumbing isometric drawings for sanitary, storm and domestic water, with a fixture count table.
 - ii. Air flow diagrams for supply and exhaust systems.
 - iii. Hydronic flow schematics.
 - b. The following drawings are required for RENOVATION projects:
 - i. Provide separate drawings for removals and new work. Show all existing equipment on the removal set.
 - ii. For the new work, show partial plumbing isometrics drawings (starting at point of connection) for the sanitary, storm and domestic water, with a fixture count table of new fixtures.
 - iii. For the new work, show partial air flow diagrams (starting at point of connection) for supply and exhaust systems.
 - iv. Show full (remaining existing with new work) hydronic flow schematics.
 - c. Electrical, Fire Protection, and Fire Alarm drawings in **black and white only**, do not use other colors.
5. Project Close-out
- a. G.C. or C.M. is responsible for completing all required forms and submitting to RIT project manager for their records within 30 days of receipt of the Certificate of Occupancy. Forms shall include (but are not limited to):
 - i. RIT HVAC Equipment Modification Form
 - ii. RIT Electrical Equipment Modification Form

00 43 00 – Consultant Invoice Summary – AIA

Document can be found at <https://www.rit.edu/fa/facilities/sites/rit.edu/fa.facilities/files/docs/consultantinvoiceaia.doc>

00 45 13 – Contractor's Qualification Form

Document can be found at

<https://www.rit.edu/fa/procurement/sites/rit.edu/fa.procurement/files/forms/Supplier%20Qualification%20Form.rev%20Nov%2020.pdf>

00 65 00 – Instructions for Payment/Lien Release

Document can be found at <https://www.rit.edu/fa/facilities/sites/rit.edu/fa.facilities/files/docs/instructionsforpayment.pdf>

00 73 16 – Insurance Requirements (Plan Review Guidelines)

1. Reference Insurance Plan Review Guidelines for RIT.

00 73 19 – Health and Safety Requirements

1. Reference the RIT Environmental Health and Safety (EHS) website for all requirements at the following link, <https://www.rit.edu/fa/grms/ehs/>
2. Laboratory Guidelines
 - a. Laboratory renovation and construction has a number of OSHA standards to be applied during design. Each of these standards calls for different engineering controls to be considered: ventilation, storage cabinets, interlocks, separation of electrical and water sources, fire system requirements, building material and guarding requirements. Additionally, the ANSI standard for eyewashes and safety showers must be met for labs where chemicals are to be used. EHS should be involved early in design reviews of labs to ensure that the hazards are being addressed through building and room systems.

- b. This link - <https://www.osha.gov/sites/default/files/publications/OSHA3404laboratory-safety-guidance.pdf> - provides a comprehensive guide to hazards and standards that should be taken into account, including:
- i. The Air Contaminants standard (1910.1000) provides rules for protecting workers from exposure to over 400 chemicals.
 - ii. The Ethylene Oxide standard (29 CFR 1910.1047) requires employers to provide workers with protection from occupational exposure to ethylene oxide (EtO).
 - iii. The Formaldehyde standard (29 CFR 1910.1048) requires employers to provide workers with protection from occupational exposure to formaldehyde.
 - iv. The Hazard Communication standard (29 CFR 1910.1200) is designed to protect against chemical source illnesses and injuries by ensuring that employers and employees are provided with sufficient information to recognize, evaluate and control chemical hazards and take appropriate protective measures.
 - v. The Occupational Exposure to Hazardous Chemicals in Laboratories standard (29 CFR 1910.1450), commonly referred to as the Laboratory standard, requires that the employer designate a Chemical Hygiene Officer and have a written Chemical Hygiene Plan (CHP), and actively verify that it remains effective.
 - vi. The Bloodborne Pathogens standard (29 CFR 1910.1030), including changes mandated by the Needlestick Safety and Prevention Act of 2001, requires employers to protect workers from infection from human blood borne pathogens in the workplace. The standard covers all workers with “reasonably anticipated” exposure to blood or other potentially infectious materials (OPIM).
 - vii. Ionizing Radiation standard (29 CFR 1910.1096). Ionizing radiation sources may be found in a wide range of occupational settings, including, but not limited to, healthcare facilities, research institutions, nuclear reactors and their support facilities, nuclear weapons production facilities, and other various manufacturing settings. These radiation sources pose considerable health risks to affected workers if not properly controlled. This standard requires employers to conduct a survey of the types of radiation used in the facility, including x-rays, to designate restricted areas to limit worker exposure and to require those working in designated areas to wear personal radiation monitors. In addition, radiation areas and equipment must be labeled and equipped with caution signs.
 - viii. Occupational Noise Exposure standard (29 CFR 1910.95). This standard requires employers to have a hearing conservation program in place if workers are exposed to a time-weighted average of 85 decibels (dB) over an 8-hour work shift.
 - ix. The Control of Hazardous Energy standard (29 CFR 1910.147), often called the “Lockout/Tagout” standard, establishes basic requirements for locking and/or tagging out equipment while installation, maintenance, testing, repair, or construction operations are in progress. The primary purpose of the standard is to protect workers from the unexpected energization or start-up of machines or equipment, or release of stored energy.
 - x. Electrical Hazards standards (29 CFR 1910 Subpart S). Wiring deficiencies are one of the hazards most frequently cited by OSHA. OSHA’s electrical standards include design requirements for electrical systems and safety-related work practices. If flammable gases are used, special wiring and equipment installation may be required.
- c. Laboratory ventilation rates are determined by EHS based on occupancy and hazards present. Consult with EHS to verify rates are appropriate for the research being conducted and/or if the initial use of the room changes. The following exchange rates are required:
- i. Ten-eight (10-8) ACH while a room is occupied
 - ii. Eight-six (8-6) ACH while a room is unoccupied
- d. Additional information can be found at the following links:
- i. http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10106
 - ii. http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10106
 - iii. <https://www.osha.gov/SLTC/laboratories/otherresources.html>
3. In addition to contractors’ respective policies and OSHA Fall Protection standards, contractors will adhere to the following,
- a. Safety railings and/or tie-off points for compliance with OSHA Fall Protection shall be provided for rooftop inspections and service of mechanical equipment, electrical equipment, roof drains, and the roof membrane.

- b. Where possible, avoid the construction of Confined Spaces (i.e. pump in manhole for water feature).
 - c. Provide OSHA 29CFR-1910 compliant Fall Protection both inside and outside the building (parapet height of 42 inches, railing, or anchor points), and provide testing of anchor points. Submit testing certificates to Owner at close out. Guards to be galvanized powder-coated finish.
4. Hot Work Permits
- a. Anytime work requires brazing, cutting or welding, that utilizes open flame and/or could produce sparks that could accidentally start a fire, the contractor or employee doing the work is required to obtain a Hot Work Permit (<https://www.rit.edu/fa/grms/ehs/sites/rit.edu/fa.grms.ehs/files/docs/hotworkpermit.pdf>). The permit may be obtained in person at the EHandS Office (Grace Watson Hall, Building 025), or by completing the Hot Work Permit Application and sending to EHandS via e-mail at gwzehs@rit.edu or by fax to (585) 475-2966 at least 24 hours in advance of the start of the hot work.
 - b. See <https://www.rit.edu/fa/grms/ehs/fire/hotworks.html> for detailed requirements.
5. Lockout/Tagout
- a. RIT's Lock Out Tag Out (LOTO) program outlines practices and procedures to be used by authorized employees that affix the appropriate types of locks and tags to disable machinery/equipment prior to maintenance or service work.
 - b. See <https://www.rit.edu/fa/grms/ehs/content/lockouttagout> for detailed requirements.

00 73 43 – Prevailing Wages

1. Certain projects performed for RIT may be funded with Federal or State monies and therefore subject to Davis Bacon Prevailing Wage requirements. When specified in the Supplementary Instructions to Bidders, these RIT construction contracts will be bound by these prevailing wage requirements. Such contracts will be subject to the following provisions:
 - a. The Prevailing Wage Schedule in force at the time of the award of Contract, will become part of the Contract.
 - b. Each employee engaged in work on the project shall be paid not less than the current rate of prevailing wage, including supplemental benefit payments listed for his/her occupation.
 - c. If the prevailing rate changes after the Contract has been let, the Contractor is required to pay not less than the new rate that is prevailing at the time the work is performed at no change in contract price.
 - d. Certified payrolls, documenting compliance with the Prevailing Wage Rates shall be submitted with each application for payment.
2. Current prevailing wage schedules may be obtained at <https://sam.gov/content/wage-determinations>.

Appendix 1 – CAD Specifications

1. General
 - a. CAD files are required on all alteration, addition, and new construction projects.
 - b. The CAD Specifications shall apply to all CAD programs, specifically Revit and AutoCAD.
 - c. This document outlines content and formatting requirements within the project CAD files.
 - d. Reference DSR 5 for submission / file transfer requirements.
2. Space Data
 - a. Room Numbers
 - i. All room numbers and names will be assigned by the Planning & Design department during the Design Development phase. Any floor plan changes after the initial room numbering scheme has been issued shall require a review by the Planning & Design department.
 - ii. For each space with an assigned room number, include the room number, room name, and square footage in the room identity information.
 - iii. Room number shall be written using the “TEXT” command on the layer named “EC1 Space Numbers”; color 7-White. Do not use the “MTEXT” command.
 - b. Architect shall draft Area Polylines in all AutoCAD file submissions for new buildings or building additions.
 - i. Used to define total building gross square footage, indicative of the gross footprint of the building / floor.
 - ii. Draw on the layer named “EC1 Area Polygons”; color 6-Magenta.
 - iii. Use the “close” command to complete polygon.
 - iv. Two polylines shall be included: one for the outside face of the exterior wall perimeter; one for the inside face of the exterior wall perimeter.
 - c. Architect shall draft Space Polylines in all AutoCAD file submissions for each individual room / space in which the layout was altered.
 - i. Used to define room / space square footage.
 - ii. Draw on the layer named “EC1 Space Polygons”; color 3-Green.
 - iii. Use the “close” command to complete polygon.
 - iv. Draw on the dominant interior face of the exterior wall and party walls, regardless of thickness or material type. For small enclosures built against the exterior wall, place line on the interior face of the exterior wall.
 - v. If an enclosed space is located between a room and a corridor (such as a pipe chase), it is not included in any room SF. It does still require a space polygon.
 - vi. Mechanical equipment and related piping and ductwork located inside walls will not be considered when locating polylines.
3. Drawing Content
 - a. Revit files shall be a modeled version of the physically-built environment. AutoCAD files shall be a line drawing representation of the physically-built environment. Files used during the design phases shall be maintained throughout the life of the project, concluding at Record Documents. The files shall be updated through Construction and shall include all addenda, bulletins, sketches, etc.
 - b. Revit file requirements include the following:
 - i. Accurate layout of building elements including walls, doors, windows, mullions, ramps, stairs, and MEP equipment, fixtures, piping, conduit, ductwork, structural steel, etc.
 - ii. Optional: actual materials, textures, and colors used on all building element surfaces (walls, floors, doors, windows). Ensure associated material reference folders are included with submission of Revit files.
 - c. AutoCAD file requirements include the following:
 - i. Accurate layout of building elements including walls, doors, windows, mullions, ramps, stairs, and MEP equipment, fixtures, piping, conduit, ductwork, structural steel, etc.
 - ii. Each floor shall have its own file.
 - iii. Terms and Abbreviations: Refer to UDS Module 5.
 - iv. Layers: Drawings shall use the NCS Standard (AIA CAD Layer Standard). No drawing objects will be stored on layer ‘0’ (zero) or layer ‘Defpoints’.
 - v. Lineweights, Linetypes, Colors: Plot using the **RIT Standard BW.ctb** file as the basis for your own plotter configurations to provide proper colors and lineweights per the RIT Specifications. Do not change the file in any way. Contact the Design Manager for .ctb file.
 - vi. Text and Font:

1. Notes with leaders shall be one entity. Use multi-leaders at scale in which drawing will be printed. Do not explode or break apart text from leader.
 2. Maintain, at minimum, .9 line space factor between text lines. Maintain, at minimum, .75 font width factor between letters.
- vii. Blocks and Hatching
1. Refer to Module 6 of the UDS for Standard Reference Symbols.
 2. All blocks will be created using "By Layer".
 3. Size blocks in relation to the drawing plot scale.
 4. Fill in any attribute fields that are included in the block.
 5. Do not mirror blocks.
 6. Temporary blocks used in drawing creation should be exploded and purged out of the drawing. This includes entities that are copied/pasted within or between drawing files.
 7. RIT follows no hatch standards. Patterns, scales, angles are selected at user's discretion. However, hatching should occur on the associated service layer with appropriate linetypes, lineweights, scales, and colors.
4. Drawing Sheets
- a. All drawings shall use the RIT Title Border file. Contact the Design Manger for title border file.
 - b. Floor plans shall not be less than 1/8" = 1'-0". All final drawings shall conform to ARCH D (24" x 36") plot size. ARCH E (36" x 48") will be accepted with approval from the Design Manger.
 - c. Cover sheet shall include, but is not limited to,
 - i. RIT Project Number
 - ii. Official Project Title
 - iii. Location on RIT Campus, including building name, building number, floor, etc.
 - iv. Architect and Engineer name and address
 - v. Professional seal and signature (include on all drawings)as required by NYS Department of State
 - vi. Addendum number and date if applicable
 - d. All services shall have dedicated drawing sheets, as outlined per section 5b. Additional requirements may be necessary:
 - i. Security and Access systems shall have dedicated drawing sheets, including motion sensors, door sensors/switches, door lock releases, key card readers, central stations, with spaces indicated.
 - ii. Any special fire systems shall have dedicated drawing sheets (foam, other); indicate system type, area served, component locations, discharge nozzles, detectors, connections to alarm/power/HVAC.
5. Sheet Organization (reference UDS Module 1)
- a. Format: Discipline Designator and Sequence Number. Example: A101-R1
 - b. Discipline Designators (Reference UDS Module 1):

Order Sequence	Designator	Discipline
1	G	General
2	H	Hazardous Materials
3	V	Survey/Mapping
4	B	Geotechnical
5	C	Civil
6	L	Landscape
7	S	Structural
8	A	Architectural
9	I	Interiors
10	Q	Equipment
11	FA	Fire Alarm
12	FP	Fire Protection / Sprinkler
13	P	Plumbing
14	M	Mechanical / HVAC (Ductwork and Piping)
15	E	Electrical (Lighting and Power)
16	T	Telecommunications (A/V, Phone, Data, Systems)
18	R	Resource

c. Sheet Type Designators (Reference UDS Module 1):

Numerical Series	Description
000	General (symbol legend, abbreviations, notes)
100	Plans
200	Elevations
300	Sections
400	Large Scale Drawings, Interior Elevations
500	Details
600	Schedules and Diagrams
900	3D Representations (isometrics, photographs, etc.)

6. Text Styles

- a. All text shall be 1/8" or 3/8" height when plotted.
- b. Create all text in uppercase lettering, except for industry standard recognized unit designators (kHz, Vac, etc.) Sheets that consist mainly of text may use lowercase lettering.
- c. Text shall read from left or bottom of sheet.
- d. Approved fonts include,
 - Georgia – used for titles, headings, etc. ("RIT" font).
 - Arial – used for notes and general information.

7. Dimensions

- a. Specify dimensions of less than one foot in inches and use zero suppression.
- b. Specify dimensions one foot or greater in feet and inches.
- c. Do not stack fractions.
- d. Locate dimension text above dimension line. Text must be read from left or bottom of page.
- e. Arrows, slashes, ticks are all acceptable arrowheads; keep consistent throughout drawing set.

Appendix 2 – Project Record Documents

1. General

- a. The Architect and Engineer shall provide RIT with the following digital files that reflect the final, constructed conditions of the project during Closeout:
 - i. As-Built Drawings
 - ii. Record Drawings
 - iii. Model
 - iv. O&M Manuals
 - v. Approved Submittals
 - vi. Warranty Letters
- b. The Architect and Engineer must submit one copy of all project-related Revit and AutoCAD drawing files on USB-drive or via file share site along with electronic PDF files of all record drawings, as-built markups, and O&M Manuals. Drawings must follow conventions and guidelines outlined in this specification in addition to those outlined in the RIT CAD Specifications.
- c. Submit a list, using Microsoft Word (.doc) or Microsoft Excel (.xls), of all drawings included in the submittal package, including drawing numbers, titles, and file names. The A/E firm is responsible for including any copyright information or restrictions pertaining to these documents.

2. Revit models are required on all construction projects with a total project funding of **\$2,000,000 or greater**.

- a. The final Revit files used in the Design Services phases of a project, including all project revisions and modifications, shall be transmitted to RIT according to section 6. Schedule.
- b. Submit separate building models for each trade, not part of a worksharing central file.
- c. All models must be drawn using at least Revit 2016 version and not more recent than Revit 2020. Files shall be .rvt file extension and not password protected.
- d. Revit models shall include all geometry, physical characteristics, and product data needed to accurately represent the design and construction work of a project. Drawing sheets, schedules, simulations, and services required for assessment, review, bidding, and construction shall be extractions from this model.
- e. Any use of Revit translation software must result in 100% compatibility with the RIT computer hardware and software.
- f. Purge all unused items before submitting.
- g. Remove all unnecessary links.
- h. Providing Revit files does not preclude also providing AutoCAD files.

3. AutoCAD files are required on **all** alteration, addition, and new construction projects.

- i. “Repair” or “replace in kind” projects do not require AutoCAD files. Examples: removing an existing door to install a new door would not require AutoCAD files; moving a door location would require AutoCAD files.

- j. The final AutoCAD files used in the Design Services phases of a building project, including all up-to-date revisions and modifications, shall be transmitted to RIT according to section 7. Schedule.
 - k. Submit separate files for each trade.
 - l. All models must be saved as an AutoCAD 2013 version. Files shall be .dwg file extension and not be password protected.
 - m. AutoCAD files shall include all geometry, physical characteristics, and product data needed to accurately represent the design and construction work of a project. Drawing sheets shall be extractions from this file.
 - n. Any use of AutoCAD translation software must result in 100% compatibility with the RIT computer hardware and software.
 - o. Apply the following settings prior to submitting:
 - i. Convert all 3D objects to 2D. All linework should be at elevation 0'-0".
 - ii. Use the "PURGE" command to remove ALL unused objects (blocks, dimstyles, layers, linetypes, shapes, materials, styles, etc.).
 - iii. Turn off "SNAP" and "GRID".
 - iv. Change the background color to BLACK.
 - v. Lock all viewports.
 - vi. Name the Layout tabs as intended for printing using drawing designators outlined in section the CAD Specifications.
 - vii. Remove all unused Xref files, and use the "BIND" command to attach all Xref files to the drawing files on the 0 – XREF layer.
4. PDF files are required on all construction projects, regardless of total project funding or scope.
- p. The final PDF files used in the Design Services phases of a project, including all project revisions and modifications, shall be transmitted to RIT according to section 6. Schedule.
 - q. The files shall not be password protected.
 - r. Each sheet shall be its own unique file.
 - s. For construction projects with a total project funding of \$500,000 or greater, PDF files shall be created as a plot from the Revit model or AutoCAD drawing, scaled appropriately on ARCH D or ARCH E size media. Include all geometry, physical characteristics, and product data needed to describe final constructed conditions of a project.
 - t. Scanned As-Built PDF drawing files are required for all construction projects.
 - i. Markup construction drawings with red line edits as applicable. If no construction drawing was provided initially, contractor shall provide a sketch layout showing project scope and constructed conditions.
5. Operation and Maintenance (O&M) Manuals are required on all construction projects. The files shall include all installed equipment and materials.
- u. Provide PDF digital files of equipment O&M manuals in addition to approved submittals, warranty letters, inspection certificates.

v. Files shall be organized appropriately as per CSI Masterformat Divisions.

6. Schedule

<i>Items</i>	<i>File Format</i>
DSR 1 – Program Verification and Concept Design	
Report	PDF
DSR 2 – Schematic Design	
Report	PDF
DSR 3 – Design Development	
Report	PDF
DSR 4 – Construction Documents and Bidding	
90-95% Drawings and Specifications Review Set	PDF
“Issued for Permit” Drawings	As requested by local authority
“Issued for Bid” Drawings	PDF, DWG floor plans
Project Manual	PDF
DSR 5 – Construction Administration and Closeout	
“Issued for Construction” Drawings	PDF, DWG floor plans
Certificate of Occupancy	PDF
As-Built Drawings (all trades)	PDF
Record Drawings (final, constructed conditions)	PDF, DWG
Digital Model (final, constructed conditions)	RVT
O&M Manuals	PDF
Approved Submittals	PDF
Warranty Letters	PDF

End of Division 00