

- d. Complete using typewriter or electronic printing.
3. Include detailed lubrication instructions and diagrams showing points to be greased or oiled; recommend type, grade, and temperature range of lubricants and frequency of lubrication.
4. Recommended Spare Parts:
 - a. Data to be consistent with manufacturer's bill of materials/parts list furnished in O&M manuals.
 - b. "Unit" is the unit of measure for ordering the part.
 - c. "Quantity" is the number of units recommended.
 - d. "Unit Cost" is the current purchase price.

1.07 SUPPLEMENTS

- A. The supplements listed below, following "End of Section", are part of this Specification.

1. Forms: Maintenance Summary Form.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

8. LUBRICANT TEST

Reference Symbol	Shell	Exxon Mobile	Chevron Texaco	BP Amoco	Or Equal
List symbols used in No. 7 above.	List equivalent lubricants, as distributed by each manufacturer for the specific use recommended.				

9. RECOMMENDED SPARE PARTS FOR OWNER'S INVENTORY

Part No.	Description	Unit	Quantity	Unit Cost

Note: Identify parts provided by this Contract with two asterisks.

**SECTION 01 78 39
PROJECT RECORD DOCUMENTS**

PART 1 - GENERAL

1.01 DESCRIPTION

A. Scope of Work: Maintain at the site for the Owner one (1) record copy of:

1. Drawings.
2. Specifications.
3. Addenda.
4. Change Orders and other modifications of the Contract.
5. Engineer's Field Orders or written instructions.
6. Approved Shop Drawings, Working Drawings and Samples.
7. Field test records.
8. Construction photographs.

B. Related Requirements Described Elsewhere:

1. Project Coordination: Section 01 31 13.
2. Construction Photographs: Section 01 32 33.
3. Color Audio-Video Preconstruction Record: Section 01 32 36.
4. Submittal Procedures: Section 01 33 00.

1.02 MAINTENANCE OF DOCUMENTS AND SAMPLES

A. Store documents and samples in Contractor's field office apart from documents used for construction.

1. Provide files and racks for storage of documents.
2. Provide locked cabinet or secure storage space for storage of samples.

- B. File documents and samples in accordance with CSI format with section numbers as provided herein.
- C. Maintain documents in a clean, dry, legible, condition and in good order. Do not use record documents for construction purposes.
- D. Make documents and samples available at all times for inspection by the Engineer or the Owner.
- E. As a prerequisite for monthly Progress payments, the Contractor is to exhibit the currently updated "Record Documents" for review by the Engineer and Owner. Payment may be withheld if record documents are not satisfactorily maintained.

1.03 MARKING DEVICES

- A. Provide felt tip marking pens for recording information in the color code designated by the Engineer.

1.04 RECORDING

- A. Label each document "PROJECT RECORD" with a rubber stamp having one (1) inch high letters.
- B. Record information concurrently with construction progress.
 - 1. Do not conceal any work until required information is recorded.
- C. Drawings: Legibly and clearly mark, to scale, each drawing to record actual construction:
 - 1. Depths of various elements of foundation in relation to finish first floor datum.
 - 2. All underground piping with elevations and dimensions. Changes to piping location. Horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements. Actual installed pipe material, class, etc.
 - 3. Location of internal utilities and appurtenances concealed in the construction, referenced to visible and accessible features of the structure.
 - 4. Field changes of dimension and detail.
 - 5. Changes made by Field Order or by Change Order.

6. Details not on original Contract Drawings.
 7. Equipment and piping relocations.
 8. Major architectural and structural changes including relocation of doors, windows, etc.
 9. Architectural schedule changes according to Contractor's records and shop drawings.
- D. Specifications and Addenda: Legibly mark each section to record:
1. Manufacturer, trade name, catalog number of Supplier of each product and item of equipment actually installed.
 2. Changes made by Field Order or by Change Order.
- E. Shop Drawings (after final review and approval): Provide six (6) sets of record shop drawings within the Operation and Maintenance Manual, for each process equipment, piping, electrical system and instrumentation system (see Section 01 78 23).

1.05 SUBMITTAL

- A. At Contract closeout, deliver Record Documents to the Engineer for the Owner.
- B. Accompany submittal with transmittal letter in duplicate, containing:
1. Date.
 2. Project title and number.
 3. Contractor's name and address.
 4. Title and number of each Record Document.
 5. Signature of Contractor or his authorized representative.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

01 78 39 - 3

SECTION 01 91 14
EQUIPMENT TESTING AND FACILITY STARTUP

PART 1 GENERAL

1.01 DEFINITIONS

- A. Facility: Entire Project, or an agreed-upon portion, including all of its unit processes.
- B. Functional Test: Test or tests in presence of Engineer and Owner to demonstrate that installed equipment meets manufacturer's installation, calibration, and adjustment requirements and other requirements as specified.
- C. Performance Test: Test or tests performed after any required functional test in presence of Engineer and Owner to demonstrate and confirm individual equipment meets performance requirements specified in individual sections.
- D. Unit Process: As used in this section, a unit process is a portion of the facility that performs a specific process function, such as the sedimentation basins, filters, and finished water pumping.
- E. Facility Performance Demonstration:
 - 1. A demonstration, conducted by Contractor, with assistance of Owner, to demonstrate and document the performance of the entire operating facility, both manually and automatically (if required), based on criteria developed in conjunction with Owner and as accepted by Engineer.
 - 2. Such demonstration is for the purposes of (i) verifying to Owner entire facility performs as a whole, and (ii) documenting performance characteristics of completed facility for Owner's records. Neither the demonstration nor the evaluation is intended in any way to make performance of a unit process or entire facility the responsibility of Contractor, unless such performance is otherwise specified.

1.02 SUBMITTALS

- A. Informational Submittals:
 - 1. Facility Startup and Performance Demonstration Plan.
 - 2. Functional and performance test results.
 - 3. Completed Unit Process Startup Form for each unit process.
 - 4. Completed Facility Performance Demonstration/Certification Form.

1.03 FACILITY STARTUP AND PERFORMANCE DEMONSTRATION PLAN

- A. Develop a written plan in conjunction with Owner's operations personnel that includes the following:
 - 1. Step-by-step instructions for startup of each unit process and the complete facility.
 - 2. Unit Process Startup Form (sample attached), to include the following at a minimum:
 - a. Description of the unit process, including equipment numbers/nomenclature of each item of equipment and all included devices.
 - b. Detailed procedure for startup of the unit process, including valves to be opened/closed, order of equipment startup, etc.
 - c. Startup requirements for each unit process, including water, power, chemicals, etc.
 - d. Space for evaluation comments.
 - 3. Facility Performance Demonstration/Certification Form (sample attached), to include the following at a minimum:
 - a. Description of unit processes included in the facility startup.
 - b. Sequence of unit process startup to achieve facility startup.
 - c. Description of computerized operations, if any, included in the facility.
 - d. Contractor certification facility is capable of performing its intended function(s), including fully automatic operation.
 - e. Signature spaces for Contractor and Engineer.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 GENERAL

- A. Facility Startup Meetings: Schedule, in accordance with requirements of Section 01 31 19, Project Meetings, to discuss test schedule, test methods, materials, chemicals and liquids required, facilities operations interface, and Owner involvement.
- B. Contractor's Testing and Startup Representative:
 - 1. Designate and furnish one or more personnel to coordinate and expedite testing and facility startup.
 - 2. Representative(s) shall be present during startup meetings and shall be available at all times during testing and startup.

- C. Provide temporary valves, gauges, piping, test equipment and other materials and equipment required for testing and startup.
- D. Provide Subcontractor and equipment manufacturers' staff adequate to prevent delays. Schedule ongoing work so as not to interfere with or delay testing and startup.
- E. Owner will:
 - 1. Provide water, power, chemicals, and other items as required for startup, unless otherwise indicated.
 - 2. Operate process units and facility with support of Contractor.
 - 3. Provide labor and materials as required for laboratory analyses.

3.02 EQUIPMENT TESTING

- A. Preparation:
 - 1. Complete installation before testing.
 - 2. Furnish qualified manufacturers' representatives when required by individual Specification sections and as necessary for proper testing.
 - 3. Obtain and submit from equipment manufacturer's representative Manufacturer's Certificate of Proper Installation Form, in accordance with Section 01 43 33, Manufacturers' Field Services.
 - 4. Equipment Test Report Form: Provide written test report for each item of equipment to be tested, which shall include the following information at a minimum:
 - a. Owner/Project Name.
 - b. Equipment or item tested.
 - c. Date and time of test.
 - d. Type of test performed (Functional or Performance).
 - e. Test method.
 - f. Test conditions.
 - g. Test results.
 - h. Signature spaces for Contractor and Engineer as witness.
 - 5. Cleaning and Checking: Prior to beginning functional testing:
 - a. Calibrate testing equipment in accordance with manufacturer's instructions.
 - b. Inspect and clean equipment, devices, connected piping, and structures to ensure they are free of foreign material.
 - c. Lubricate equipment in accordance with manufacturer's instructions.
 - d. Turn rotating equipment by hand when possible to confirm that equipment is not bound.

- e. Open and close valves by hand and operate other devices to check for binding, interference, or improper functioning.
 - f. Check power supply to electric-powered equipment for correct voltage.
 - g. Adjust clearances and torque.
 - h. Test piping for leaks.
6. Ready-to-test determination will be by Engineer based at least on the following:
- a. Acceptable operation and maintenance data.
 - b. Notification by Contractor of equipment readiness for testing.
 - c. Receipt of Manufacturer's Certificate of Proper Installation.
 - d. Adequate completion of work adjacent to, or interfacing with, equipment to be tested.
 - e. Availability and acceptability of manufacturer's representative, when specified, to assist in testing of respective equipment.
 - f. Satisfactory fulfillment of other specified manufacturer's responsibilities.
 - g. Equipment and electrical tagging complete.
 - h. Delivery of all spare parts and special tools.

B. Functional Testing:

- 1. Conduct as specified in individual Specification sections.
- 2. Notify Owner and Engineer in writing at least 10 days prior to scheduled date of testing.
- 3. Prepare equipment test report summarizing test method and results.
- 4. When, in Engineer's opinion, equipment meets functional requirements specified, such equipment will be accepted for purposes of advancing to performance testing phase, if so required by individual Specification sections. Such acceptance will be evidenced by Engineer/Owner's signature as witness on equipment test report.

C. Performance Testing:

- 1. Conduct as specified in individual Specification sections.
- 2. Notify Engineer and Owner in writing at least 10 days prior to scheduled date of test.
- 3. Performance testing shall not commence until equipment has been accepted by Engineer as having satisfied functional test requirements specified.
- 4. Type of fluid, gas, or solid for testing shall be as specified.
- 5. Unless otherwise indicated, furnish labor, materials, and supplies for conducting the test and taking samples and performance measurements.
- 6. Prepare equipment test report summarizing test method and results.
- 7. When, in Engineer's opinion, equipment meets performance requirements specified, such equipment will be accepted as to conforming to Contract

requirements. Such acceptance will be evidenced by Engineer's signature on equipment test report.

3.03 STARTUP OF UNIT PROCESSES

- A. Prior to unit process startup, equipment within unit process shall be accepted by Engineer as having met functional and performance testing requirements specified.
- B. Startup sequencing of unit processes shall be as chosen by Contractor to meet schedule requirements.
- C. Make adjustments, repairs, and corrections necessary to complete unit process startup.
- D. Startup shall be considered complete when, in opinion of Engineer, unit process has operated in manner intended for 5 continuous days without significant interruption. This period is in addition to functional or performance test periods specified elsewhere.
- E. Significant Interruption: May include any of the following events:
 - 1. Failure of Contractor to provide and maintain qualified on-site startup personnel as scheduled.
 - 2. Failure to meet specified functional operation for more than 2 consecutive hours.
 - 3. Failure of any critical equipment or unit process that is not satisfactorily corrected within 5 hours after failure.
 - 4. Failure of any noncritical equipment or unit process that is not satisfactorily corrected within 8 hours after failure.
 - 5. As determined by Engineer.
- F. A significant interruption will require startup then in progress to be stopped. After corrections are made, startup test period shall start from beginning again.

3.04 FACILITY PERFORMANCE DEMONSTRATION

- A. When, in the opinion of Engineer, startup of all unit processes has been achieved, sequence each unit process to the point that facility is operational.
- B. Demonstrate proper operation of required interfaces within and between individual unit processes.
- C. After facility is operating, complete performance testing of equipment and systems such as the computer system that may not have been previously performance tested.

- D. Document, as defined in Facility Startup and Performance Demonstration Plan, the performance of the facility, until all unit processes are operable and under control of computer system.
- E. Certify, on the Facility Performance Demonstration/Certification Form, that facility is capable of performing its intended function(s), including fully automatic and computerized operation.

3.05 SUPPLEMENTS

- A. Supplements listed below, following "End of Section," are a part of this Specification:
 - 1. Unit Process Startup Form.
 - 2. Facility Performance Demonstration/Certification Form.

END OF SECTION

UNIT PROCESS STARTUP FORM

OWNER: _____ **PROJECT:** _____

Unit Process Description: (Include description and equipment number of all equipment and devices):

Startup Procedure (Describe procedure for sequential startup and evaluation, including valves to be opened/closed, order of equipment startup, etc.):

Startup Requirements (Water, power, chemicals, etc.): _____

Evaluation Comments: _____

FACILITY PERFORMANCE DEMONSTRATION/CERTIFICATION FORM

OWNER: _____ **PROJECT:** _____

Unit Processes Description (List unit processes involved in facility startup):

Unit Processes Startup Sequence (Describe sequence for startup, including computerized operations, if any):

Contractor Certification that Facility is capable of performing its intended function(s), including fully automatic operation:

Contractor: _____ **Date:** _____, 20__

Engineer: _____ **Date:** _____, 20__

(Authorized Signature)