

Closeout checklist: General Requirements (applies to every trade)

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

84 items: 21 Closeout procedure, 20 Record documents, 17 O&M data, 12 Warranty, 9 Tests / certificates, 2 Spare parts / extra materials, 2 Training, 1 Payment release. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	01-1	Closeout procedure	Prepare a list of items to be completed and ... (Closeout Procedures)	01 77 00 1.2.A.1	267	
☐	01-2	Closeout procedure	Advise Owner of pending insurance changeover requirements. (Closeout Procedures)	01 77 00 1.2.A.2	267	
☐	01-3	Warranty	Submit specific warranties, workmanship bonds. Maintenance service agreements, final ... (Closeout Procedures)	01 77 00 1.2.A.3	267	
☐	01-4	Tests / certificates	Obtain and submit releases permitting Owner unrestricted use of ... (Closeout Procedures)	01 77 00 1.2.A.4	267	
☐	01-5	O&M data	Prepare and submit Project Record Documents, operation and maintenance ... (Closeout Procedures)	01 77 00 1.2.A.5	267	
☐	01-6	Spare parts / extra materials	Deliver tools, spare parts, extra materials, and similar items ... (Closeout Procedures)	01 77 00 1.2.A.6	267	
☐	01-7	Closeout procedure	Make final changeover (Closeout Procedures)	01 77 00 1.2.A.7	267	
☐	01-8	Tests / certificates	Complete startup testing of systems. (Closeout Procedures)	01 77 00 1.2.A.8	267	
☐	01-9	Tests / certificates	Submit test/adjust/balance records. (Closeout Procedures)	01 77 00 1.2.A.9	268	
☐	01-10	Closeout procedure	Terminate and remove temporary facilities from Project site, along ... (Closeout Procedures)	01 77 00 1.2.A.10	268	
☐	01-11	Closeout procedure	Advise Owner of changeover in hear and other utilities. (Closeout Procedures)	01 77 00 1.2.A.11	268	
☐	01-12	Closeout procedure	Submit changeover information related to Owner's occupancy, use, operation, ... (Closeout Procedures)	01 77 00 1.2.A.12	268	
☐	01-13	Closeout procedure	Complete final cleaning requirements, including touchup painting. (Closeout Procedures)	01 77 00 1.2.A.13	268	
☐	01-14	Closeout procedure	Touch up and otherwise repair and restore marred exposed ... (Closeout Procedures)	01 77 00 1.2.A.14	268	
☐	01-15	Tests / certificates	Inspection (Closeout Procedures)	01 77 00 1.2.B	268	
☐	01-16	Payment release	Submit a final Application for Payment according to Division ... (Closeout Procedures)	01 77 00 1.3.A.1	268	
☐	01-17	Tests / certificates	Submit certified copy of Architect's Substantial Completion inspection list ... (Closeout Procedures)	01 77 00 1.3.A.2	268	
☐	01-18	Closeout procedure	Submit evidence of final, continuing insurance coverage complying with ... (Closeout Procedures)	01 77 00 1.3.A.3	268	
☐	01-19	Warranty	Submit pest-control final inspection report and warranty. (Closeout Procedures)	01 77 00 1.3.A.4	268	
☐	01-20	Training	Instruct Owner's personnel in operation, adjustment, and maintenance of ... (Closeout Procedures)	01 77 00 1.3.A.5	268	
☐	01-21	Tests / certificates	Inspection (Closeout Procedures)	01 77 00 1.3.B	268	
☐	01-22	Closeout procedure	Organize list of spaces in sequential order, starting with ... (Closeout Procedures)	01 77 00 1.4.A.1	269	
☐	01-23	Closeout procedure	Organize items applying to each space by major element, ... (Closeout Procedures)	01 77 00 1.4.A.2	269	
☐	01-24	Closeout procedure	Submit list of incomplete items in the following format: (Closeout Procedures)	01 77 00 1.4.A.3	269	One electronic copy; PDF
☐	01-25	Warranty	Submittal Time (Closeout Procedures)	01 77 00 1.5.A	269	
☐	01-26	Warranty	Bind two sets of warranties and bonds in heavy-duty, ... (Closeout Procedures)	01 77 00 1.5.B.1	269	two sets; 3-ring; binders
☐	01-27	Warranty	Provide heavy paper dividers with plastic-covered tabs for each ... (Closeout Procedures)	01 77 00 1.5.B.2	269	
☐	01-28	Warranty	Identify each binder on the front and spine with ... (Closeout Procedures)	01 77 00 1.5.B.3	269	binder
☐	01-29	Warranty	Provide one CD or USB flash drive to contain ... (Closeout Procedures)	01 77 00 1.5.B.4	269	CD; USB; flash drive; PDF
☐	01-30	Warranty	Provide additional copies of each warranty to include in operation ... (Closeout Procedures)	01 77 00 1.5.C	269	
☐	01-31	Closeout procedure	General (Closeout Procedures)	01 77 00 3.1.A	270	
☐	01-32	Spare parts / extra materials	Cleaning (Closeout Procedures)	01 77 00 3.1.B	270-271	
☐	01-33	Tests / certificates	Pest Control (Closeout Procedures)	01 77 00 3.1.C	271	

☐	01-34	O&M data	Final Submittal (Operations And Maintenance Data)	01 78 23 1.4.A	272	pdf; one (1) hard copy; one (1) electronic copy
☐	01-35	O&M data	Where operation and maintenance documentation includes information on installations by ... (Operations And Maintenance Data)	01 78 23 1.5.A	273	
☐	01-36	Closeout procedure	Organization (Operations And Maintenance Data)	01 78 23 2.1.A	273	
☐	01-37	O&M data	Title Page (Operations And Maintenance Data)	01 78 23 2.1.B	273	
☐	01-38	Closeout procedure	Table of Contents (Operations And Maintenance Data)	01 78 23 2.1.C	273	
☐	01-39	Warranty	Manual Contents (Operations And Maintenance Data)	01 78 23 2.1.D	273-274	binder; Binders; 3-ring
☐	01-40	Warranty	Content (Operations And Maintenance Data)	01 78 23 2.2.A	274	
☐	01-41	Tests / certificates	Descriptions (Operations And Maintenance Data)	01 78 23 2.2.B	274-275	
☐	01-42	O&M data	Operating Procedures (Operations And Maintenance Data)	01 78 23 2.2.C	275	
☐	01-43	Training	Maintenance Procedures (Operations And Maintenance Data)	01 78 23 2.2.G	275-276	
☐	01-44	Closeout procedure	Maintenance and Service Schedules (Operations And Maintenance Data)	01 78 23 2.2.H	276	
☐	01-45	O&M data	Spare Parts List and Source Information (Operations And Maintenance Data)	01 78 23 2.2.I	276	
☐	01-46	Closeout procedure	Maintenance Service Contracts (Operations And Maintenance Data)	01 78 23 2.2.J	276	
☐	01-47	Warranty	Warranties and Bonds (Operations And Maintenance Data)	01 78 23 2.2.K	276	
☐	01-48	Warranty	Emergency Instructions (Operations And Maintenance Data)	01 78 23 2.2.L	276	
☐	01-49	O&M data	Content (Operations And Maintenance Data)	01 78 23 2.3.A	276	
☐	01-50	O&M data	Product Information (Operations And Maintenance Data)	01 78 23 2.3.C	277	
☐	01-51	Tests / certificates	Inspection procedures (Operations And Maintenance Data)	01 78 23 2.3.D.1	277	
☐	01-52	O&M data	Types of cleaning agents to be used and methods ... (Operations And Maintenance Data)	01 78 23 2.3.D.2	277	
☐	01-53	O&M data	List of cleaning agents and methods of cleaning detrimental ... (Operations And Maintenance Data)	01 78 23 2.3.D.3	277	
☐	01-54	O&M data	Schedule for routine cleaning and maintenance (Operations And Maintenance Data)	01 78 23 2.3.D.4	277	
☐	01-55	O&M data	Repair instructions (Operations And Maintenance Data)	01 78 23 2.3.D.5	277	
☐	01-56	O&M data	Repair Materials and Sources (Operations And Maintenance Data)	01 78 23 2.3.E	277	
☐	01-57	O&M data	Warranties and Bonds (Operations And Maintenance Data)	01 78 23 2.3.F	277	
☐	01-58	Closeout procedure	Engage a factory-authorized service representative to assemble and prepare ... (Operations And Maintenance Data)	01 78 23 3.1.A.1	277	
☐	01-59	Closeout procedure	Prepare a separate manual for each system and subsystem, ... (Operations And Maintenance Data)	01 78 23 3.1.A.2	277	
☐	01-60	O&M data	Product Maintenance Manual (Operations And Maintenance Data)	01 78 23 3.1.B	278	
☐	01-61	O&M data	Manufacturers' Data (Operations And Maintenance Data)	01 78 23 3.1.C	278	
☐	01-62	O&M data	Drawings (Operations And Maintenance Data)	01 78 23 3.1.D	278	
☐	01-63	Record documents	Record Drawings (Project Record Documents)	01 78 39 1.2.A	279	one set; PDF
☐	01-64	Record documents	Record Specifications (Project Record Documents)	01 78 39 1.2.B	279	PDF
☐	01-65	Record documents	Preparation: Mark record prints to show the actual installation ... (Project Record Documents)	01 78 39 2.1.A.1	280	
☐	01-66	Record documents	Mark the Contract Drawings and Shop Drawings completely and ... (Project Record Documents)	01 78 39 2.1.A.2	280	
☐	01-67	Record documents	Mark record sets with erasable, red-colored pencil. Use other ... (Project Record Documents)	01 78 39 2.1.A.3	280	
☐	01-68	Record documents	Note Construction Change Directive numbers, alternate numbers, Change Order ... (Project Record Documents)	01 78 39 2.1.A.4	280	
☐	01-69	Record documents	Record Digital Data Files (Project Record Documents)	01 78 39 2.1.B	280	Digital Data Files; One (1) electronic copy; CD; USB; flash drive; PDF
☐	01-70	Record documents	Record Prints: Organize record prints and newly prepared record ... (Project Record Documents)	01 78 39 2.1.C.1	281	
☐	01-71	Record documents	Format: Annotated PDF electronic file with comment function enabled. (Project Record Documents)	01 78 39 2.1.C.2	281	PDF; electronic file
☐	01-72	Record documents	Record Digital Data Files: Organize digital data information into ... (Project Record Documents)	01 78 39 2.1.C.3	281	Digital Data Files; electronic files; digital data file

☐	01-73	Record documents	Identification: As follows: (Project Record Documents)	01 78 39 2.1.C.4	281	
☐	01-74	Record documents	Give particular attention to information on concealed products and ... (Project Record Documents)	01 78 39 2.2.A.1	281	
☐	01-75	Record documents	Mark copy with the proprietary name and model number ... (Project Record Documents)	01 78 39 2.2.A.2	281	
☐	01-76	Record documents	Record the name of manufacturer, supplier, Installer, and other ... (Project Record Documents)	01 78 39 2.2.A.3	281	
☐	01-77	Record documents	Note related Change Orders and record Drawings where applicable. (Project Record Documents)	01 78 39 2.2.A.4	281	
☐	01-78	Record documents	Format (Project Record Documents)	01 78 39 2.2.B	281	PDF; electronic file
☐	01-79	Record documents	Preparation (Project Record Documents)	01 78 39 2.3.A	281	
☐	01-80	Record documents	Format (Project Record Documents)	01 78 39 2.3.B	281	one electronic copy; pdf
☐	01-81	Closeout procedure	Assemble miscellaneous records required by other Specification Sections for miscellaneous ... (Project Record Documents)	01 78 39 2.4.A	282	
☐	01-82	Closeout procedure	Format; Submit record submittals as paper copy (Project Record Documents)	01 78 39 2.4.B	282	
☐	01-83	Record documents	Recording (Project Record Documents)	01 78 39 3.1.A	282	one copy
☐	01-84	Record documents	Maintenance of Record Documents and Samples (Project Record Documents)	01 78 39 3.1.B	282	

Closeout checklist: Existing Conditions

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1 items: 1 Warranty. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	02-1	Warranty	Existing Warranties (Selective Demolition)	02 41 19 1.5.A	284	

Closeout checklist: Thermal and Moisture Protection

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4 items: 2 Tests / certificates, 2 Warranty. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	07-1	Tests / certificates	Product test reports (Joint Sealants)	07 92 00 1.3.A	293	
☐	07-2	Tests / certificates	Field-adhesion-test reports (Joint Sealants)	07 92 00 1.3.B	293	
☐	07-3	Warranty	Special Installer's Warranty (Joint Sealants)	07 92 00 1.6.A	294	
☐	07-4	Warranty	Special Manufacturer's Warranty (Joint Sealants)	07 92 00 1.6.B	294	

Closeout checklist: Finishes

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10 items: 5 Spare parts / extra materials, 2 Tests / certificates, 2 O&M data, 1 Warranty. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	09-1	Spare parts / extra materials	Furnish extra materials that match and are from same production ... (Ceramic Tiling)	09 30 13 1.7.A	313	full-size
☐	09-2	Tests / certificates	Product Test Reports (Acoustical Panel Ceilings)	09 51 13 1.4.C	324	
☐	09-3	O&M data	Maintenance Data (Acoustical Panel Ceilings)	09 51 13 1.5.A	324	
☐	09-4	Spare parts / extra materials	Furnish extra materials, from the same product run, that match ... (Acoustical Panel Ceilings)	09 51 13 1.6.A	324	Full-size
☐	09-5	Tests / certificates	Product Test Reports (Tile Carpeting)	09 68 13 1.4.B	330	
☐	09-6	O&M data	Maintenance Data (Tile Carpeting)	09 68 13 1.5.A	330	
☐	09-7	Spare parts / extra materials	Furnish extra materials, from the same product run, that match ... (Tile Carpeting)	09 68 13 1.6.A	330	Full-size
☐	09-8	Warranty	Special Warranty for Carpet Tiles (Tile Carpeting)	09 68 13 1.9.A	331	
☐	09-9	Spare parts / extra materials	Furnish extra materials that match products installed and that are ... (Interior Painting)	09 91 23 1.5.A	337	
☐	09-10	Spare parts / extra materials	Paint (Interior Painting)	09 91 23 1.5.B	337	

Closeout checklist: Specialties

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2 items: 1 O&M data, 1 Warranty. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	10-1	O&M data	Maintenance data (Wall And Door Protection)	10 26 00 1.3.A	346	
☐	10-2	Warranty	Special Warranty (Wall And Door Protection)	10 26 00 1.4.A	346	

Closeout checklist: Fire Suppression

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15 items: 6 O&M data, 5 Warranty, 3 Tests / certificates, 1 Spare parts / extra materials. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	21-1	Warranty	Warranty Data (Sleeves And Sleeve Seals For Fire Suppression Piping)	21 05 17 1.3.B	355	
☐	21-2	O&M data	Maintenance Data (Sleeves And Sleeve Seals For Fire Suppression Piping)	21 05 17 1.3.C	355	
☐	21-3	Warranty	Warranty data (Escutcheons For Fire Suppression Piping)	21 05 18 1.3.C	358	
☐	21-4	O&M data	Maintenance data (Escutcheons For Fire Suppression Piping)	21 05 18 1.3.D	358	
☐	21-5	Warranty	Warranty Data (Hangers And Supports For Fire Supression Piping And)	21 05 29 1.3.B	360	
☐	21-6	O&M data	Maintenance Data (Hangers And Supports For Fire Supression Piping And)	21 05 29 1.3.C	360	
☐	21-7	Warranty	Warranty data (Identification For Fire-Suppression Piping And Equipment)	21 05 53 1.3.E	368	
☐	21-8	O&M data	Maintenance data (Identification For Fire-Suppression Piping And Equipment)	21 05 53 1.3.F	368	
☐	21-9	Tests / certificates	A fire-hydrant flow test report shall be provided to the ... (Wet-Pipe Sprinkler Systems)	21 13 13 1.6.F	374	
☐	21-10	Tests / certificates	Field Test Reports and Certificates (Wet-Pipe Sprinkler Systems)	21 13 13 1.6.H	374	
☐	21-11	O&M data	Operation and Maintenance Data (Wet-Pipe Sprinkler Systems)	21 13 13 1.6.I	374	
☐	21-12	Warranty	Warranty Data (Wet-Pipe Sprinkler Systems)	21 13 13 1.6.J	374	
☐	21-13	O&M data	Maintenance Data (Wet-Pipe Sprinkler Systems)	21 13 13 1.6.K	374	
☐	21-14	Spare parts / extra materials	Provide extra materials that match products installed and that are ... (Wet-Pipe Sprinkler Systems)	21 13 13 1.9.A	376	
☐	21-15	Tests / certificates	Provide for and prepare written pressure test and system inspection ... (Wet-Pipe Sprinkler Systems)	21 13 13 3.9.D	388	

Closeout checklist: HVAC

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9 items: 5 Tests / certificates, 2 Warranty, 1 Training, 1 O&M data. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	23-1	Training	Prior to acceptance of all systems and equipment, the contractor, ... (Basic Mechanical Materials And Methods)	23 05 10 3.5.A	406	DVD
☐	23-2	Tests / certificates	All new heating and ventilating systems and equipment shall be ... (Basic Mechanical Materials And Methods)	23 05 10 3.6.A	406	
☐	23-3	Tests / certificates	Prior to commencement of work, the Contractor effecting such system ... (Basic Mechanical Materials And Methods)	23 05 10 3.6.B	406	
☐	23-4	Tests / certificates	Commissioning and testing of HVAC systems shall occur while the ... (Basic Mechanical Materials And Methods)	23 05 10 3.6.C	406	
☐	23-5	O&M data	Refer to Division 01 (Mechanical, Electrical And Plumbing Coordination)	23 05 11 1.11.A	412	
☐	23-6	Warranty	National Project Performance Guarantee (Testing, Adjusting, And Balancing)	23 05 93 1.9.A	428	
☐	23-7	Warranty	Special Guarantee (Testing, Adjusting, And Balancing)	23 05 93 1.9.B	428	
☐	23-8	Tests / certificates	Material Test Reports (Duct Insulation)	23 07 13 1.3.E	433	
☐	23-9	Tests / certificates	Field quality-control reports (Duct Insulation)	23 07 13 1.3.F	433	

Closeout checklist: Electrical

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32 items: 18 Tests / certificates, 6 O&M data, 4 Warranty, 2 Training, 1 Record documents, 1 Spare parts / extra materials. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	26-1	Tests / certificates	Field Test Reports (Basic Electric Materials And Methods)	26 05 00 1.3.B	467	
☐	26-2	Training	Prior to acceptance of all systems and equipment, the contractor, ... (Basic Electric Materials And Methods)	26 05 00 3.12.A	475	
☐	26-3	Tests / certificates	Prior to completion and acceptance of new or renovated areas, ... (Basic Electric Materials And Methods)	26 05 00 3.13.A	475	
☐	26-4	Tests / certificates	A written report of performance tests on the specific electrical ... (Basic Electric Materials And Methods)	26 05 00 3.13.B	475	
☐	26-5	Tests / certificates	Engage a certified International Electrical Testing Association (NETA) inspector to ... (Basic Electric Materials And Methods)	26 05 00 3.13.C	475	
☐	26-6	O&M data	Refer to Division 01 (Mechanical And Electrical Coordination)	26 05 11 1.10.A	478	
☐	26-7	Tests / certificates	Field quality-control test reports (Low-Voltage Electrical Power Conductors And Cables)	26 05 19 1.3.B	482	
☐	26-8	Tests / certificates	Perform tests and inspections and prepare test reports (Low-Voltage Electrical Power Conductors And Cables)	26 05 19 3.8.A	487	
☐	26-9	Tests / certificates	Test Reports (Low-Voltage Electrical Power Conductors And Cables)	26 05 19 3.8.C	488	
☐	26-10	Record documents	Other Informational Submittals (Grounding And Bonding)	26 05 26 1.3.B	489	
☐	26-11	Tests / certificates	Field quality-control test reports (Grounding And Bonding)	26 05 26 1.3.C	489	
☐	26-12	O&M data	Operation and Maintenance Data (Grounding And Bonding)	26 05 26 1.3.D	489	
☐	26-13	Tests / certificates	Perform the following tests and inspections and prepare test reports: (Grounding And Bonding)	26 05 26 3.5.A	493	
☐	26-14	Tests / certificates	Report measured ground resistances that exceed the following values: (Grounding And Bonding)	26 05 26 3.5.B	494	
☐	26-15	Warranty	Manufacturer's standard limited warranty unless indicated otherwise (Architectural Lighting Controls)	26 09 23 1.8.A	523	
☐	26-16	Tests / certificates	Tests and Inspections (Architectural Lighting Controls)	26 09 23 3.4.B	533	
☐	26-17	Tests / certificates	Provide a report in table format including each room or ... (Architectural Lighting Controls)	26 09 23 3.4.C	533	
☐	26-18	Training	Before Substantial Completion, arrange and provide a one-day Owner instruction ... (Architectural Lighting Controls)	26 09 23 3.5.A	534	
☐	26-19	Tests / certificates	Field Quality-Control Reports: (Panelboards)	26 24 16 1.3.D	535	
☐	26-20	O&M data	Operation and Maintenance Data (Panelboards)	26 24 16 1.3.F	535	
☐	26-21	Warranty	Special Warranty (Panelboards)	26 24 16 1.8.A	536	
☐	26-22	Spare parts / extra materials	Furnish extra materials that match products installed and that are ... (Panelboards)	26 24 16 1.9.A	537	
☐	26-23	Tests / certificates	Prepare test and inspection reports, including a certified report that ... (Panelboards)	26 24 16 3.4.F	540	
☐	26-24	Tests / certificates	Field quality-control test reports (Wiring Devices)	26 27 26 1.4.C	542	
☐	26-25	O&M data	Operation and Maintenance Data (Wiring Devices)	26 27 26 1.4.D	542	
☐	26-26	Tests / certificates	Perform tests and inspections and prepare test reports (Wiring Devices)	26 27 26 3.3.A	547	
☐	26-27	Tests / certificates	Field Test Reports (Enclosed Switches And Circuit Breakers)	26 28 16 1.4.D	549	
☐	26-28	O&M data	Maintenance Data (Enclosed Switches And Circuit Breakers)	26 28 16 1.4.F	549	
☐	26-29	O&M data	Operation and Maintenance Data (Lighting)	26 51 00 1.4.F	554	
☐	26-30	Warranty	Warranties (Lighting)	26 51 00 1.4.G	554	
☐	26-31	Warranty	Special Warranty for LED Fixtures (Lighting)	26 51 00 1.7.A	554	
☐	26-32	Tests / certificates	Prepare a written report of tests, inspections, observations, and verifications ... (Lighting)	26 51 00 3.3.D	557	

Closeout checklist: Communications

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13 items: 8 Warranty, 2 Tests / certificates, 1 O&M data, 1 Record documents, 1 Training. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	27-1	Warranty	AV Contractor shall provide a one (1) year warranty for ... (Integrated Audiovisual Systems)	27 41 16 1.9.A	565	
☐	27-2	Warranty	In order to maintain certain manufacturer's warranties, system equipment must ... (Integrated Audiovisual Systems)	27 41 16 1.9.B	565	
☐	27-3	Warranty	The warranty shall be valid and initiated following the date ... (Integrated Audiovisual Systems)	27 41 16 1.9.C	566	
☐	27-4	Warranty	Warranty Service: (Integrated Audiovisual Systems)	27 41 16 1.9.D	566	
☐	27-5	Warranty	The Bidder shall offer a separate annual service contract, covering ... (Integrated Audiovisual Systems)	27 41 16 1.9.E	566	
☐	27-6	Warranty	The Bidder shall also submit separate pricing for other, non-routine, ... (Integrated Audiovisual Systems)	27 41 16 1.9.F	566	
☐	27-7	Warranty	Service and service contract related costs FOR YEAR 1 shall ... (Integrated Audiovisual Systems)	27 41 16 1.9.G	566	
☐	27-8	Warranty	Additional terms – Warranty / Extended Service Options must include ... (Integrated Audiovisual Systems)	27 41 16 1.9.H	566-567	
☐	27-9	O&M data	Record Documentation shall include all information required in the Pre-fabrication ... (Integrated Audiovisual Systems)	27 41 16 1.11.E	570-571	3-ring; binder; electronic media; AutoCAD
☐	27-10	Record documents	Procedure for Resubmitting (Integrated Audiovisual Systems)	27 41 16 1.11.F	571-572	
☐	27-11	Tests / certificates	Status Reports (Integrated Audiovisual Systems)	27 41 16 1.11.G	572	
☐	27-12	Training	The Contractor shall provide on-the-job training by a suitably qualified ... (Integrated Audiovisual Systems)	27 41 16 1.15.A	574	
☐	27-13	Tests / certificates	Commissioning Tests will not be performed until the Contractor's System ... (Integrated Audiovisual Systems)	27 41 16 3.5.A	590	

Closeout checklist: Electronic Safety and Security

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

5 items: 3 Tests / certificates, 1 O&M data, 1 Training. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	28-1	Tests / certificates	Field Test Reports (Digital Addressable Fire Alarm System)	28 31 11 1.5.F	594	
☐	28-2	O&M data	Maintenance Data (Digital Addressable Fire Alarm System)	28 31 11 1.5.G	594	
☐	28-3	Tests / certificates	Certificate of Completion (Digital Addressable Fire Alarm System)	28 31 11 1.5.H	594	
☐	28-4	Tests / certificates	Prepare test and inspection reports (Digital Addressable Fire Alarm System)	28 31 11 3.5.E	602	
☐	28-5	Training	Engage a factory-authorized service representative to train Owner's maintenance personnel ... (Digital Addressable Fire Alarm System)	28 31 11 3.7.A	603	

Closeout checklist: Front-end documents (conditions of the contract)

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

5 items: 5 Payment release. Each line points to a quoted row in the detail pages that follow.

Done	#	Type	Item	Spec ref	PDF p.	Copies / format
☐	FE-1	Payment release	Final payment / retainage condition (Conditions Of The Contract (Find Heading On The Cited Page))	Front-end	12	
☐	FE-2	Payment release	Final payment / retainage condition (Conditions Of The Contract (Find Heading On The Cited Page))	Front-end	166	
☐	FE-3	Payment release	Final payment / retainage condition (Conditions Of The Contract (Find Heading On The Cited Page))	Front-end	174	
☐	FE-4	Payment release	Final payment / retainage condition (Conditions Of The Contract (Find Heading On The Cited Page))	Front-end	174	
☐	FE-5	Payment release	Final payment / retainage condition (Conditions Of The Contract (Find Heading On The Cited Page))	Front-end	181	

Detail with quotes: General Requirements (applies to every trade)

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
01-1	Closeout procedure Prepare a list of items to be completed and ... Closeout Procedures	01 77 00 1.2.A.1 PDF p. 267 spec p. 01 77 00-1	"1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete."		Prime contractor; each trade supplies its part	
01-2	Closeout procedure Advise Owner of pending insurance changeover requirements. Closeout Procedures	01 77 00 1.2.A.2 PDF p. 267 spec p. 01 77 00-1	"2. Advise Owner of pending insurance changeover requirements."		Prime contractor; each trade supplies its part	
01-3	Warranty Submit specific warranties, workmanship bonds. Maintenance service agreements, final ... Closeout Procedures	01 77 00 1.2.A.3 PDF p. 267 spec p. 01 77 00-1	"3. Submit specific warranties, workmanship bonds. Maintenance service agreements, final certifications, and similar documents."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-4	Tests / certificates Obtain and submit releases permitting Owner unrestricted use of ... Closeout Procedures	01 77 00 1.2.A.4 PDF p. 267 spec p. 01 77 00-1	"4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases."		Installing trade or its testing agency	
01-5	O&M data Prepare and submit Project Record Documents, operation and maintenance ... Closeout Procedures	01 77 00 1.2.A.5 PDF p. 267 spec p. 01 77 00-1	"5. Prepare and submit Project Record Documents, operation and maintenance manual, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-6	Spare parts / extra materials Deliver tools, spare parts, extra materials, and similar items ... Closeout Procedures	01 77 00 1.2.A.6 PDF p. 267 spec p. 01 77 00-1	"6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable."		Installing trade delivers; owner signs receipt	
01-7	Closeout procedure Make final changeover Closeout Procedures	01 77 00 1.2.A.7 PDF p. 267 spec p. 01 77 00-1	"7. Make final changeover"		Prime contractor; each trade supplies its part	
01-8	Tests / certificates Complete startup testing of systems. Closeout Procedures	01 77 00 1.2.A.8 PDF p. 267 spec p. 01 77 00-1	"8. Complete startup testing of systems."		Installing trade or its testing agency	
01-9	Tests / certificates Submit test/adjust/balance records. Closeout Procedures	01 77 00 1.2.A.9 PDF p. 268 spec p. 01 77 00-2	"9. Submit test/adjust/balance records."		Installing trade or its testing agency	
01-10	Closeout procedure Terminate and remove temporary facilities from Project site, along ... Closeout Procedures	01 77 00 1.2.A.10 PDF p. 268 spec p. 01 77 00-2	"10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements."		Prime contractor; each trade supplies its part	

01-11	Closeout procedure Advise Owner of changeover in hear and other utilities. Closeout Procedures	01 77 00 1.2.A.11 PDF p. 268 spec p. 01 77 00-2	"11. Advise Owner of changeover in hear and other utilities."		Prime contractor; each trade supplies its part	
01-12	Closeout procedure Submit changeover information related to Owner's occupancy, use, operation, ... Closeout Procedures	01 77 00 1.2.A.12 PDF p. 268 spec p. 01 77 00-2	"12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance."		Prime contractor; each trade supplies its part	
01-13	Closeout procedure Complete final cleaning requirements, including touchup painting. Closeout Procedures	01 77 00 1.2.A.13 PDF p. 268 spec p. 01 77 00-2	"13. Complete final cleaning requirements, including touchup painting."		Prime contractor; each trade supplies its part	
01-14	Closeout procedure Touch up and otherwise repair and restore marred exposed ... Closeout Procedures	01 77 00 1.2.A.14 PDF p. 268 spec p. 01 77 00-2	"14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects."		Prime contractor; each trade supplies its part	
01-15	Tests / certificates Inspection Closeout Procedures	01 77 00 1.2.B PDF p. 268 spec p. 01 77 00-2	"B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or ..."		Installing trade or its testing agency	
01-16	Payment release Submit a final Application for Payment according to Division ... Closeout Procedures	01 77 00 1.3.A.1 PDF p. 268 spec p. 01 77 00-2	"1. Submit a final Application for Payment according to Division 1 Section "Payment Procedures.""		Prime contractor (with each sub's releases)	
01-17	Tests / certificates Submit certified copy of Architect's Substantial Completion inspection list ... Closeout Procedures	01 77 00 1.3.A.2 PDF p. 268 spec p. 01 77 00-2	"2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance."		Installing trade or its testing agency	
01-18	Closeout procedure Submit evidence of final, continuing insurance coverage complying with ... Closeout Procedures	01 77 00 1.3.A.3 PDF p. 268 spec p. 01 77 00-2	"3. Submit evidence of final, continuing insurance coverage complying with insurance requirements."		Prime contractor; each trade supplies its part	
01-19	Warranty Submit pest-control final inspection report and warranty. Closeout Procedures	01 77 00 1.3.A.4 PDF p. 268 spec p. 01 77 00-2	"4. Submit pest-control final inspection report and warranty."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-20	Training Instruct Owner's personnel in operation, adjustment, and maintenance of ... Closeout Procedures	01 77 00 1.3.A.5 PDF p. 268 spec p. 01 77 00-2	"5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems."		Installing trade with manufacturer's rep; owner's staff attend	
01-21	Tests / certificates Inspection Closeout Procedures	01 77 00 1.3.B PDF p. 268 spec p. 01 77 00-2	"B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued. 1. Reinspection: Request reinspection ..."		Installing trade or its testing agency	

01-22	Closeout procedure Organize list of spaces in sequential order, starting with ... Closeout Procedures	01 77 00 1.4.A.1 PDF p. 269 spec p. 01 77 00-3	"1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding form lowest floor to highest floor."		Prime contractor; each trade supplies its part	
01-23	Closeout procedure Organize items applying to each space by major element, ... Closeout Procedures	01 77 00 1.4.A.2 PDF p. 269 spec p. 01 77 00-3	"2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems."		Prime contractor; each trade supplies its part	
01-24	Closeout procedure Submit list of incomplete items in the following format: Closeout Procedures	01 77 00 1.4.A.3 PDF p. 269 spec p. 01 77 00-3	"3. Submit list of incomplete items in the following format: a. One electronic copy in Portable Data File (PDF) format provided to the Owner and Architect/ Engineer."	One electronic copy; PDF	Prime contractor; each trade supplies its part	
01-25	Warranty Submittal Time Closeout Procedures	01 77 00 1.5.A PDF p. 269 spec p. 01 77 00-3	"A. Submittal Time: Submit written warranties per General Conditions of the Contract, specifically Section 4.09, on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-26	Warranty Bind two sets of warranties and bonds in heavy-duty, ... Closeout Procedures	01 77 00 1.5.B.1 PDF p. 269 spec p. 01 77 00-3	"1. Bind two sets of warranties and bonds in heavy-duty, 3-ring, vinyl-covered, lose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8 ½ - 11 inch paper."	two sets; 3-ring; binders	Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-27	Warranty Provide heavy paper dividers with plastic-covered tabs for each ... Closeout Procedures	01 77 00 1.5.B.2 PDF p. 269 spec p. 01 77 00-3	"2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-28	Warranty Identify each binder on the front and spine with ... Closeout Procedures	01 77 00 1.5.B.3 PDF p. 269 spec p. 01 77 00-3	"3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES", Project name, and name of contractor."	binder	Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-29	Warranty Provide one CD or USB flash drive to contain ... Closeout Procedures	01 77 00 1.5.B.4 PDF p. 269 spec p. 01 77 00-3	"4. Provide one CD or USB flash drive to contain all scanned warranties and bonds. Assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide table of contents at beginning of document."	CD; USB; flash drive; PDF	Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-30	Warranty Provide additional copies of each warranty to include in operation ... Closeout Procedures	01 77 00 1.5.C PDF p. 269 spec p. 01 77 00-3	"C. Provide additional copies of each warranty to include in operation and maintenance manuals."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-31	Closeout procedure General Closeout Procedures	01 77 00 3.1.A PDF p. 270 spec p. 01 77 00-4	"A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with General Conditions of the Contract, specifically Section 4.08, all local laws and ordinances and Federal and local environmental and antipollution regulations."		Prime contractor; each trade supplies its part	
01-32	Spare parts / extra materials Cleaning Closeout Procedures	01 77 00 3.1.B PDF p. 270-271 spec p. 01 77 00-4	"B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions. 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project: ..."		Installing trade delivers; owner signs receipt	
01-33	Tests / certificates Pest Control Closeout Procedures	01 77 00 3.1.C PDF p. 271 spec p. 01 77 00-5	"C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report."		Installing trade or its testing agency	

01-34	O&M data Final Submittal Operations And Maintenance Data	01 78 23 1.4.A PDF p. 272 spec p. 01 78 23-1	"A. Final Submittal: Submit each manual in electronic portable data file (pdf) format at least 15 days before final inspection to Architect/ Engineer of Record. Architect/ Engineer will return copy with comments within 15 days after final inspection. 1. Correct or modify each manual to comply with comments provided by Architect/ Engineer. Submit one (1) hard copy and one (1) electronic copy in Portable Data File ..."	pdf; one (1) hard copy; one (1) electronic copy	Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-35	O&M data Where operation and maintenance documentation includes information on installations by ... Operations And Maintenance Data	01 78 23 1.5.A PDF p. 273 spec p. 01 78 23-2	"A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information furnished by representatives and prepare manuals."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-36	Closeout procedure Organization Operations And Maintenance Data	01 78 23 2.1.A PDF p. 273 spec p. 01 78 23-2	"A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following material, in the order listed: 1. Title Page 2. Table of Contents 3. Manual Contents"		Prime contractor; each trade supplies its part	
01-37	O&M data Title Page Operations And Maintenance Data	01 78 23 2.1.B PDF p. 273 spec p. 01 78 23-2	"B. Title Page: Enclose title page in transparent plastic sleeve. Include the following information: 1. Subject matter included in manual 2. Name and address of Project 3. Name and address of Owner 4. Date of submittal 5. Name, address, and telephone number of Contractor 6. Name and address of Architect 7. Cross-reference to related systems in other operation and maintenance manuals."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-38	Closeout procedure Table of Contents Operations And Maintenance Data	01 78 23 2.1.C PDF p. 273 spec p. 01 78 23-2	"C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the column, and cross-referenced to Specification Section number in Project Manual. 1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive Table of Contents for all volumes in each volume of the set."		Prime contractor; each trade supplies its part	
01-39	Warranty Manual Contents Operations And Maintenance Data	01 78 23 2.1.D PDF p. 273-274 spec p. 01 78 23-2	"D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystem, equipment, and components of one system into a single binder. 1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2- by-11-inch paper; with clear plastic ..."	binder; Binders; 3- ring	Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-40	Warranty Content Operations And Maintenance Data	01 78 23 2.2.A PDF p. 274 spec p. 01 78 23-3	"A. Content: In addition to requirements in this Section, include operation and maintenance data required in individual Specification Sections and the following information: 1. System, subsystem, and equipment descriptions 2. Performance and design criteria if Contractor is delegated design responsibility 3. Operating standards 4. Operating procedures 5. Wiring diagrams 6. Control diagrams 7. Piped system diagrams ..."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-41	Tests / certificates Descriptions Operations And Maintenance Data	01 78 23 2.2.B PDF p. 274-275 spec p. 01 78 23-3	"B. Descriptions: Include the following: 1. Product name and model number 2. Manufacturer's name 3. Equipment identification with serial number of each component 4. Equipment function 5. Operating characteristics 6. Limiting conditions 7. Performance curves 8. Engineering data and tests 9. Complete nomenclature and number of replacement parts"		Installing trade or its testing agency	
01-42	O&M data Operating Procedures Operations And Maintenance Data	01 78 23 2.2.C PDF p. 275 spec p. 01 78 23-4	"C. Operating Procedures: Include the following, as applicable: 1. Start-up procedures 2. Equipment or system break-in procedures 3. Routine and normal operating instructions 4. Regulation and control procedures 5. Instructions on stopping 6. Normal shutdown instructions 7. Seasonal and weekend operating instructions 8. Required sequences for electric or electronic systems 9. Special operating instructions and ..."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-43	Training Maintenance Procedures Operations And Maintenance Data	01 78 23 2.2.G PDF p. 275-276 spec p. 01 78 23-4	"G. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures: 1. Test and inspection instructions 2. Troubleshooting guide 3. Precautions against improper maintenance 4. Disassembly; component removal, repair, and replacement; and reassembly instructions 5. Aligning, adjusting, and checking instructions 6. Demonstration and training videotape, if available"		Installing trade with manufacturer's rep; owner's staff attend	
01-44	Closeout procedure Maintenance and Service Schedules Operations And Maintenance Data	01 78 23 2.2.H PDF p. 276 spec p. 01 78 23-5	"H. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment. 1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies 2. Maintenance and Service Record: Include manufacturers' ..."		Prime contractor; each trade supplies its part	

01-45	O&M data Spare Parts List and Source Information Operations And Maintenance Data	01 78 23 2.2.I PDF p. 276 spec p. 01 78 23-5	"I. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-46	Closeout procedure Maintenance Service Contracts Operations And Maintenance Data	01 78 23 2.2.J PDF p. 276 spec p. 01 78 23-5	"J. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent."		Prime contractor; each trade supplies its part	
01-47	Warranty Warranties and Bonds Operations And Maintenance Data	01 78 23 2.2.K PDF p. 276 spec p. 01 78 23-5	"K. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds. 1. Include procedures to follow and required notifications for warranty claims."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-48	Warranty Emergency Instructions Operations And Maintenance Data	01 78 23 2.2.L PDF p. 276 spec p. 01 78 23-5	"L. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include instructions and procedures for each type of emergency, and responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties. 1. Include the following, as applicable: a. Instructions on stopping b. Shutdown instructions ..."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
01-49	O&M data Content Operations And Maintenance Data	01 78 23 2.3.A PDF p. 276 spec p. 01 78 23-5	"A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-50	O&M data Product Information Operations And Maintenance Data	01 78 23 2.3.C PDF p. 277 spec p. 01 78 23-6	"C. Product Information: Include the following, as applicable: 1. Product name and model number 2. Manufacturer's name 3. Color, pattern, and texture 4. Material and chemical composition 5. Reordering information for specially manufactured products"		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-51	Tests / certificates Inspection procedures Operations And Maintenance Data	01 78 23 2.3.D.1 PDF p. 277 spec p. 01 78 23-6	"1. Inspection procedures"		Installing trade or its testing agency	
01-52	O&M data Types of cleaning agents to be used and methods ... Operations And Maintenance Data	01 78 23 2.3.D.2 PDF p. 277 spec p. 01 78 23-6	"2. Types of cleaning agents to be used and methods of cleaning"		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-53	O&M data List of cleaning agents and methods of cleaning detrimental ... Operations And Maintenance Data	01 78 23 2.3.D.3 PDF p. 277 spec p. 01 78 23-6	"3. List of cleaning agents and methods of cleaning detrimental to product"		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-54	O&M data Schedule for routine cleaning and maintenance Operations And Maintenance Data	01 78 23 2.3.D.4 PDF p. 277 spec p. 01 78 23-6	"4. Schedule for routine cleaning and maintenance"		Installing trade compiles from manufacturer data; prime/GC assembles the manual	

01-55	O&M data Repair instructions Operations And Maintenance Data	01 78 23 2.3.D.5 PDF p. 277 spec p. 01 78 23-6	"5. Repair instructions"		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-56	O&M data Repair Materials and Sources Operations And Maintenance Data	01 78 23 2.3.E PDF p. 277 spec p. 01 78 23-6	"E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-57	O&M data Warranties and Bonds Operations And Maintenance Data	01 78 23 2.3.F PDF p. 277 spec p. 01 78 23-6	"F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds. 1. Include procedures to follow and required notifications for warranty claims."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-58	Closeout procedure Engage a factory- authorized service representative to assemble and prepare ... Operations And Maintenance Data	01 78 23 3.1.A.1 PDF p. 277 spec p. 01 78 23-6	"1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system."		Prime contractor; each trade supplies its part	
01-59	Closeout procedure Prepare a separate manual for each system and subsystem, ... Operations And Maintenance Data	01 78 23 3.1.A.2 PDF p. 277 spec p. 01 78 23-6	"2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel."		Prime contractor; each trade supplies its part	
01-60	O&M data Product Maintenance Manual Operations And Maintenance Data	01 78 23 3.1.B PDF p. 278 spec p. 01 78 23-7	"B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-61	O&M data Manufacturers' Data Operations And Maintenance Data	01 78 23 3.1.C PDF p. 278 spec p. 01 78 23-7	"C. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete ..."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-62	O&M data Drawings Operations And Maintenance Data	01 78 23 3.1.D PDF p. 278 spec p. 01 78 23-7	"D. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation. 1. Do not use original Project Record Documents as part of operation and maintenance ..."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
01-63	Record documents Record Drawings Project Record Documents	01 78 39 1.2.A PDF p. 279 spec p. 01 78 39-1	"A. Record Drawings: Comply with the following: 1. Number of Copies: Submit record drawings as follows: a. Initial Submittal: Submit one set of marked-up (red-lined) record prints in electronic portable data file (PDF) format inclusive of all addendum, sketches, work change directives, change orders and field revisions to Architect for review. Architect will indicate whether general scope of changes, additional ..."	one set; PDF	Installing trade marks up field set; prime/GC compiles and submits	
01-64	Record documents Record Specifications Project Record Documents	01 78 39 1.2.B PDF p. 279 spec p. 01 78 39-1	"B. Record Specifications: Submit one hard paper copy and electronic portable data file (PDF) format of the Project's Specifications, including addenda and contract modifications to the Owner and Architect."	PDF	Installing trade marks up field set; prime/GC compiles and submits	

01-65	Record documents Preparation: Mark record prints to show the actual installation ... Project Record Documents	01 78 39 2.1.A.1 PDF p. 280 spec p. 01 78 39-2	"1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record date, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints. a. Give particular attention to information on concealed elements that would be ..."		Installing trade marks up field set; prime/GC compiles and submits	
01-66	Record documents Mark the Contract Drawings and Shop Drawings completely and ... Project Record Documents	01 78 39 2.1.A.2 PDF p. 280 spec p. 01 78 39-2	"2. Mark the Contract Drawings and Shop Drawings completely and accurately. Utilize personnel proficient at recording graphic information in production of marked-up record prints."		Installing trade marks up field set; prime/GC compiles and submits	
01-67	Record documents Mark record sets with erasable, red-colored pencil. Use other ... Project Record Documents	01 78 39 2.1.A.3 PDF p. 280 spec p. 01 78 39-2	"3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same locations."		Installing trade marks up field set; prime/GC compiles and submits	
01-68	Record documents Note Construction Change Directive numbers, alternate numbers, Change Order ... Project Record Documents	01 78 39 2.1.A.4 PDF p. 280 spec p. 01 78 39-2	"4. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable."		Installing trade marks up field set; prime/GC compiles and submits	
01-69	Record documents Record Digital Data Files Project Record Documents	01 78 39 2.1.B PDF p. 280 spec p. 01 78 39-2	"B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion and in accordance with Section 1.2 of this specification, review marked-up record prints with Architect and/or Construction Manager. When authorized, prepare a full set of corrected red-lines, as follows: 1. Copies: One (1) electronic copy provided on a CD or USB flash drive in portable data file (PDF) format. 2. ..."	Digital Data Files; One (1) electronic copy; CD; USB; flash drive; PDF	Installing trade marks up field set; prime/GC compiles and submits	
01-70	Record documents Record Prints: Organize record prints and newly prepared record ... Project Record Documents	01 78 39 2.1.C.1 PDF p. 281 spec p. 01 78 39-3	"1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets."		Installing trade marks up field set; prime/GC compiles and submits	
01-71	Record documents Format: Annotated PDF electronic file with comment function enabled. Project Record Documents	01 78 39 2.1.C.2 PDF p. 281 spec p. 01 78 39-3	"2. Format: Annotated PDF electronic file with comment function enabled."	PDF; electronic file	Installing trade marks up field set; prime/GC compiles and submits	
01-72	Record documents Record Digital Data Files: Organize digital data information into ... Project Record Documents	01 78 39 2.1.C.3 PDF p. 281 spec p. 01 78 39-3	"3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file."	Digital Data Files; electronic files; digital data file	Installing trade marks up field set; prime/GC compiles and submits	
01-73	Record documents Identification: As follows: Project Record Documents	01 78 39 2.1.C.4 PDF p. 281 spec p. 01 78 39-3	"4. Identification: As follows: a. Project Name b. Date c. Designation "PROJECT RECORD DRAWINGS" d. Name of Architect e. Name of Contractor"		Installing trade marks up field set; prime/GC compiles and submits	
01-74	Record documents Give particular attention to information on concealed products and ... Project Record Documents	01 78 39 2.2.A.1 PDF p. 281 spec p. 01 78 39-3	"1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later."		Installing trade marks up field set; prime/GC compiles and submits	
01-75	Record documents Mark copy with the proprietary name and model number ... Project Record Documents	01 78 39 2.2.A.2 PDF p. 281 spec p. 01 78 39-3	"2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected."		Installing trade marks up field set; prime/GC compiles and submits	

01-76	Record documents Record the name of manufacturer, supplier, Installer, and other ... Project Record Documents	01 78 39 2.2.A.3 PDF p. 281 spec p. 01 78 39-3	"3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made."		Installing trade marks up field set; prime/GC compiles and submits	
01-77	Record documents Note related Change Orders and record Drawings where applicable. Project Record Documents	01 78 39 2.2.A.4 PDF p. 281 spec p. 01 78 39-3	"4. Note related Change Orders and record Drawings where applicable."		Installing trade marks up field set; prime/GC compiles and submits	
01-78	Record documents Format Project Record Documents	01 78 39 2.2.B PDF p. 281 spec p. 01 78 39-3	"B. Format: submit record Specifications as PDF electronic file."	PDF; electronic file	Installing trade marks up field set; prime/GC compiles and submits	
01-79	Record documents Preparation Project Record Documents	01 78 39 2.3.A PDF p. 281 spec p. 01 78 39-3	"A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal. 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later. 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written ..."		Installing trade marks up field set; prime/GC compiles and submits	
01-80	Record documents Format Project Record Documents	01 78 39 2.3.B PDF p. 281 spec p. 01 78 39-3	"B. Format: Submit record Product Data as paper copy within the Operation and Maintenance Manual and one electronic copy in portable data file (pdf) format. ."	one electronic copy; pdf	Installing trade marks up field set; prime/GC compiles and submits	
01-81	Closeout procedure Assemble miscellaneous records required by other Specification Sections for miscellaneous ... Project Record Documents	01 78 39 2.4.A PDF p. 282 spec p. 01 78 39-4	"A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference."		Prime contractor; each trade supplies its part	
01-82	Closeout procedure Format; Submit record submittals as paper copy Project Record Documents	01 78 39 2.4.B PDF p. 282 spec p. 01 78 39-4	"B. Format; Submit record submittals as paper copy."		Prime contractor; each trade supplies its part	
01-83	Record documents Recording Project Record Documents	01 78 39 3.1.A PDF p. 282 spec p. 01 78 39-4	"A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and modifications to project record documents as they occur; do not wait until the end of Project."	one copy	Installing trade marks up field set; prime/GC compiles and submits	
01-84	Record documents Maintenance of Record Documents and Samples Project Record Documents	01 78 39 3.1.B PDF p. 282 spec p. 01 78 39-4	"B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for contraction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's and Construction ..."		Installing trade marks up field set; prime/GC compiles and submits	

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Detail with quotes: Existing Conditions

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
02-1	Warranty Existing Warranties Selective Demolition	02 41 19 1.5.A PDF p. 284 spec p. 02 41 19-2	“A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials so as not to void existing warranties.”		Manufacturer warranty obtained by the installing trade; contractor's own warranty	

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Detail with quotes: Thermal and Moisture Protection

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
07-1	Tests / certificates Product test reports Joint Sealants	07 92 00 1.3.A PDF p. 293 spec p. 07 92 00-1	"A. Product test reports."		Installing trade or its testing agency	
07-2	Tests / certificates Field-adhesion-test reports Joint Sealants	07 92 00 1.3.B PDF p. 293 spec p. 07 92 00-1	"B. Field-adhesion-test reports."		Installing trade or its testing agency	
07-3	Warranty Special Installer's Warranty Joint Sealants	07 92 00 1.6.A PDF p. 294 spec p. 07 92 00-2	"A. Special Installer's Warranty: Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period. 1. Warranty Period: Two years from date of Substantial Completion."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
07-4	Warranty Special Manufacturer's Warranty Joint Sealants	07 92 00 1.6.B PDF p. 294 spec p. 07 92 00-2	"B. Special Manufacturer's Warranty: Manufacturer agrees to furnish joint sealants to repair or replace those joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period. 1. Warranty Period: Five years from date of Substantial Completion."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	

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Detail with quotes: Finishes

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
09-1	Spare parts / extra materials Furnish extra materials that match and are from same production ... Ceramic Tiling	09 30 13 1.7.A PDF p. 313 spec p. 09 30 13-2	"A. Furnish extra materials that match and are from same production runs as products installed and that are packaged with protective covering for storage and identified with labels describing contents. 1. Tile and Trim Units: Furnish quantity of full-size units equal to 3 percent of amount installed for each type, composition, color, pattern, and size indicated."	full-size	Installing trade delivers; owner signs receipt	
09-2	Tests / certificates Product Test Reports Acoustical Panel Ceilings	09 51 13 1.4.C PDF p. 324 spec p. 09 51 13-2	"C. Product Test Reports: For each acoustical panel ceiling, for tests performed by manufacturer and witnessed by a qualified testing agency."		Installing trade or its testing agency	
09-3	O&M data Maintenance Data Acoustical Panel Ceilings	09 51 13 1.5.A PDF p. 324 spec p. 09 51 13-2	"A. Maintenance Data: For finishes to include in maintenance manuals."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
09-4	Spare parts / extra materials Furnish extra materials, from the same product run, that match ... Acoustical Panel Ceilings	09 51 13 1.6.A PDF p. 324 spec p. 09 51 13-2	"A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents. 1. Acoustical Ceiling Units: Full-size panels equal to 2 percent of quantity installed. 2. Suspension-System Components: Quantity of each exposed component equal to 2 percent of quantity installed. 3. Hold-Down Clips: Equal to ..."	Full-size	Installing trade delivers; owner signs receipt	
09-5	Tests / certificates Product Test Reports Tile Carpeting	09 68 13 1.4.B PDF p. 330 spec p. 09 68 13-2	"B. Product Test Reports: For carpet tile, for tests performed by a qualified testing agency."		Installing trade or its testing agency	
09-6	O&M data Maintenance Data Tile Carpeting	09 68 13 1.5.A PDF p. 330 spec p. 09 68 13-2	"A. Maintenance Data: For carpet tiles to include in maintenance manuals. Include the following: 1. Methods for maintaining carpet tile, including cleaning and stain-removal products and procedures and manufacturer's recommended maintenance schedule. 2. Precautions for cleaning materials and methods that could be detrimental to carpet tile."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
09-7	Spare parts / extra materials Furnish extra materials, from the same product run, that match ... Tile Carpeting	09 68 13 1.6.A PDF p. 330 spec p. 09 68 13-2	"A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents. 1. Carpet Tile: Full-size units equal to 5 percent of amount installed for each type indicated, but not less than 10 sq. yd.."	Full-size	Installing trade delivers; owner signs receipt	
09-8	Warranty Special Warranty for Carpet Tiles Tile Carpeting	09 68 13 1.9.A PDF p. 331 spec p. 09 68 13-3	"A. Special Warranty for Carpet Tiles: Manufacturer agrees to repair or replace components of carpet tile installation that fail in materials or workmanship within specified warranty period. 1. Warranty does not include deterioration or failure of carpet tile due to unusual traffic, failure of substrate, vandalism, or abuse. 2. Failures include, but are not limited to, the following: a. More than 10 percent edge ..."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
09-9	Spare parts / extra materials Furnish extra materials that match products installed and that are ... Interior Painting	09 91 23 1.5.A PDF p. 337 spec p. 09 91 23-2	"A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents."		Installing trade delivers; owner signs receipt	
09-10	Spare parts / extra materials Paint Interior Painting	09 91 23 1.5.B PDF p. 337 spec p. 09 91 23-2	"B. Paint: 5 percent, but not less than 1 gal. of each material and color applied."		Installing trade delivers; owner signs receipt	

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Detail with quotes: Specialties

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
10-1	O&M data Maintenance data Wall And Door Protection	10 26 00 1.3.A PDF p. 346 spec p. 10 26 00-1	“A. Maintenance data.”		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
10-2	Warranty Special Warranty Wall And Door Protection	10 26 00 1.4.A PDF p. 346 spec p. 10 26 00-1	“A. Special Warranty: Manufacturer agrees to repair or replace components of wall- and door-protection units that fail in materials or workmanship within specified warranty period. 1. Warranty Period: Five years from date of Substantial Completion.”		Manufacturer warranty obtained by the installing trade; contractor's own warranty	

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Detail with quotes: Fire Suppression

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
21-1	Warranty Warranty Data Sleeves And Sleeve Seals For Fire Suppression Piping	21 05 17 1.3.B PDF p. 355 spec p. 21 05 17-1	"B. Warranty Data: Manufacturer's warranty data for the and for the final O & M Manuals."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
21-2	O&M data Maintenance Data Sleeves And Sleeve Seals For Fire Suppression Piping	21 05 17 1.3.C PDF p. 355 spec p. 21 05 17-1	"C. Maintenance Data: Manufacturer's operation and maintenance data for the final O & M Manuals."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
21-3	Warranty Warranty data Escutcheons For Fire Suppression Piping	21 05 18 1.3.C PDF p. 358 spec p. 21 05 18-1	"C. Warranty data: Manufacturer's warranty data for the and for the final O & M Manuals."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
21-4	O&M data Maintenance data Escutcheons For Fire Suppression Piping	21 05 18 1.3.D PDF p. 358 spec p. 21 05 18-1	"D. Maintenance data: Manufacturer's operation and maintenance data for the final O & M Manuals."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
21-5	Warranty Warranty Data Hangers And Supports For Fire Suppression Piping And	21 05 29 1.3.B PDF p. 360 spec p. 21 05 29-1	"B. Warranty Data: Manufacturer's warranty data for the and for the final O & M Manuals."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
21-6	O&M data Maintenance Data Hangers And Supports For Fire Suppression Piping And	21 05 29 1.3.C PDF p. 360 spec p. 21 05 29-1	"C. Maintenance Data: Manufacturer's operation and maintenance data for the final O & M Manuals."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
21-7	Warranty Warranty data Identification For Fire-Suppression Piping And Equipment	21 05 53 1.3.E PDF p. 368 spec p. 21 05 53-1	"E. Warranty data: Manufacturer's warranty data for the and for the final O & M Manuals."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
21-8	O&M data Maintenance data Identification For Fire-Suppression Piping And Equipment	21 05 53 1.3.F PDF p. 368 spec p. 21 05 53-1	"F. Maintenance data: Manufacturer's operation and maintenance data for the final O & M Manuals."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
21-9	Tests / certificates A fire-hydrant flow test report shall be provided to the ... Wet-Pipe Sprinkler Systems	21 13 13 1.6.F PDF p. 374 spec p. 21 13 13-2	"F. A fire-hydrant flow test report shall be provided to the Engineer at the beginning of the project prior to commencement of shop drawing preparation."		Installing trade or its testing agency	
21-10	Tests / certificates Field Test Reports and Certificates Wet-Pipe Sprinkler Systems	21 13 13 1.6.H PDF p. 374 spec p. 21 13 13-2	"H. Field Test Reports and Certificates: Indicate and interpret test results for compliance with performance requirements and as described in NFPA 13. Include "Contractor's Material and Test Certificate for Aboveground Piping." Provide written copies to the Engineer and for the final O & M Manuals."		Installing trade or its testing agency	

21-11	O&M data Operation and Maintenance Data Wet-Pipe Sprinkler Systems	21 13 13 1.6.I PDF p. 374 spec p. 21 13 13-2	"I. Operation and Maintenance Data: For sprinkler specialties to include in emergency, operation and maintenance manuals. Include a copy of NFPA-13 for the Owner in the O & M Manuals."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
21-12	Warranty Warranty Data Wet-Pipe Sprinkler Systems	21 13 13 1.6.J PDF p. 374 spec p. 21 13 13-2	"J. Warranty Data: Manufacturer's warranty data for the and for the final O & M Manuals."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
21-13	O&M data Maintenance Data Wet-Pipe Sprinkler Systems	21 13 13 1.6.K PDF p. 374 spec p. 21 13 13-2	"K. Maintenance Data: Manufacturer's operation and maintenance data for the final O & M Manuals."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
21-14	Spare parts / extra materials Provide extra materials that match products installed and that are ... Wet-Pipe Sprinkler Systems	21 13 13 1.9.A PDF p. 376 spec p. 21 13 13-4	"A. Provide extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents. 1. Sprinkler Cabinets: Finished, wall-mounted, steel cabinet with hinged cover, and with space for minimum of (6) six spare sprinklers plus sprinkler wrench. Include number of sprinklers required by NFPA 13 and sprinkler wrench. Include a separate ..."		Installing trade delivers; owner signs receipt	
21-15	Tests / certificates Provide for and prepare written pressure test and system inspection ... Wet-Pipe Sprinkler Systems	21 13 13 3.9.D PDF p. 388 spec p. 21 13 13-16	"D. Provide for and prepare written pressure test and system inspection reports on NFPA forms and submit to the Engineer and provide copies for the final O & M Manuals."		Installing trade or its testing agency	

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Detail with quotes: HVAC

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
23-1	Training Prior to acceptance of all systems and equipment, the contractor, ... Basic Mechanical Materials And Methods	23 05 10 3.5.A PDF p. 406 spec p. 23 05 10-6	"A. Prior to acceptance of all systems and equipment, the contractor, along with his subcontractors and vendors, shall instruct and train the owner's representatives on the operation and maintenance of all aspects of the new systems. Owner shall be given ample time to schedule training dates and personnel. Training sessions shall be given at intervals of 4 hours long. Training literature for startup procedures and ..."	DVD	Installing trade with manufacturer's rep; owner's staff attend	
23-2	Tests / certificates All new heating and ventilating systems and equipment shall be ... Basic Mechanical Materials And Methods	23 05 10 3.6.A PDF p. 406 spec p. 23 05 10-6	"A. All new heating and ventilating systems and equipment shall be started up and operated at normal operating temperatures for a period of 24 hours (minimum) to "bake-off" the equipment. The associated ventilation systems shall run on 100% outside air during this procedure for an additional eight hours to purge the building. This work shall be completed prior to school occupancy, or if the work is not completed in ..."		Installing trade or its testing agency	
23-3	Tests / certificates Prior to commencement of work, the Contractor effecting such system ... Basic Mechanical Materials And Methods	23 05 10 3.6.B PDF p. 406 spec p. 23 05 10-6	"B. Prior to commencement of work, the Contractor effecting such system shall survey all building electrical systems and components, including fire alarm, security, communications, clock and computer; make written notice to the Owner regarding existing damages, missing items and incomplete systems. Prior to the conclusion of this project, the Contractor shall verify with the owner's representatives that all building ..."		Installing trade or its testing agency	
23-4	Tests / certificates Commissioning and testing of HVAC systems shall occur while the ... Basic Mechanical Materials And Methods	23 05 10 3.6.C PDF p. 406 spec p. 23 05 10-6	"C. Commissioning and testing of HVAC systems shall occur while the school is not occupied by students, and only after notice to the Owners Representative is made at least 24 hours in advance. The Mechanical Contractor shall be responsible for providing filter media over all supply air registers and diffusers during the HVAC system start-up procedure. The Mechanical Contractor shall provide airtight plastic covers ..."		Installing trade or its testing agency	
23-5	O&M data Refer to Division 01 Mechanical, Electrical And Plumbing Coordination	23 05 11 1.11.A PDF p. 412 spec p. 23 05 11-4	"A. Refer to Division 01."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
23-6	Warranty National Project Performance Guarantee Testing, Adjusting, And Balancing	23 05 93 1.9.A PDF p. 428 spec p. 23 05 93-4	"A. National Project Performance Guarantee: Provide a guarantee on AABC's "National Standards for Testing and Balancing Heating, Ventilating, and Air Conditioning Systems" forms stating that AABC will assist in completing requirements of the Contract Documents if TAB firm fails to comply with the Contract Documents. Guarantee includes the following provisions:"		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
23-7	Warranty Special Guarantee Testing, Adjusting, And Balancing	23 05 93 1.9.B PDF p. 428 spec p. 23 05 93-4	"B. Special Guarantee: Provide a guarantee on NEBB forms stating that NEBB will assist in completing requirements of the Contract Documents if TAB firm fails to comply with the Contract Documents. Guarantee shall include the following provisions: 1. The certified TAB firm has tested and balanced systems according to the Contract Documents. 2. Systems are balanced to optimum performance capabilities within design and ..."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
23-8	Tests / certificates Material Test Reports Duct Insulation	23 07 13 1.3.E PDF p. 433 spec p. 23 07 13-2	"E. Material Test Reports: From a qualified testing agency acceptable to authorities having jurisdiction indicating, interpreting, and certifying test results for compliance of insulation materials, sealers, attachments, cements, and jackets, with requirements indicated. Include dates of tests and test methods employed."		Installing trade or its testing agency	
23-9	Tests / certificates Field quality-control reports Duct Insulation	23 07 13 1.3.F PDF p. 433 spec p. 23 07 13-2	"F. Field quality-control reports."		Installing trade or its testing agency	

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Detail with quotes: Electrical

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
26-1	Tests / certificates Field Test Reports Basic Electric Materials And Methods	26 05 00 1.3.B PDF p. 467 spec p. 26 05 00-1	"B. Field Test Reports: Indicate and interpret test results for compliance with performance requirements."		Installing trade or its testing agency	
26-2	Training Prior to acceptance of all systems and equipment, the contractor, ... Basic Electric Materials And Methods	26 05 00 3.12.A PDF p. 475 spec p. 26 05 00-9	"A. Prior to acceptance of all systems and equipment, the contractor, along with his subcontractors and vendors, shall instruct and train the owner's representatives on the operation and maintenance of all aspects of the new systems. Owner shall be given ample time to schedule training dates and personnel. Training sessions shall be given at intervals of 4 hours long. Training literature for startup procedures and ..."		Installing trade with manufacturer's rep; owner's staff attend	
26-3	Tests / certificates Prior to completion and acceptance of new or renovated areas, ... Basic Electric Materials And Methods	26 05 00 3.13.A PDF p. 475 spec p. 26 05 00-9	"A. Prior to completion and acceptance of new or renovated areas, all electrical installations and systems shall be tested, balanced and operated to demonstrate to the Owner or his representative and Architect/Engineer that the installation and performance of each electrical system conforms to the requirements of the drawings and specifications."		Installing trade or its testing agency	
26-4	Tests / certificates A written report of performance tests on the specific electrical ... Basic Electric Materials And Methods	26 05 00 3.13.B PDF p. 475 spec p. 26 05 00-9	"B. A written report of performance tests on the specific electrical systems and equipment shall be supplied to the Owner. Such tests shall show compliance with the governing codes regulations."		Installing trade or its testing agency	
26-5	Tests / certificates Engage a certified International Electrical Testing Association (NETA) inspector to ... Basic Electric Materials And Methods	26 05 00 3.13.C PDF p. 475 spec p. 26 05 00-9	"C. Engage a certified International Electrical Testing Association (NETA) inspector to inspect and certify compliance upon completion of work. All electrical installations and products used on this project shall comply with the National Electrical Manufacturer's Association (NEMA) and National Electrical Code (NEC)."		Installing trade or its testing agency	
26-6	O&M data Refer to Division 01 Mechanical And Electrical Coordination	26 05 11 1.10.A PDF p. 478 spec p. 26 05 11-3	"A. Refer to Division 01."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
26-7	Tests / certificates Field quality-control test reports Low-Voltage Electrical Power Conductors And Cables	26 05 19 1.3.B PDF p. 482 spec p. 26 05 19-1	"B. Field quality-control test reports."		Installing trade or its testing agency	
26-8	Tests / certificates Perform tests and inspections and prepare test reports Low-Voltage Electrical Power Conductors And Cables	26 05 19 3.8.A PDF p. 487 spec p. 26 05 19-6	"A. Perform tests and inspections and prepare test reports."		Installing trade or its testing agency	
26-9	Tests / certificates Test Reports Low-Voltage Electrical Power Conductors And Cables	26 05 19 3.8.C PDF p. 488 spec p. 26 05 19-7	"C. Test Reports: Prepare a written report to record the following: 1. Test procedures used. 2. Test results that comply with requirements. 3. Test results that do not comply with requirements and corrective action taken to achieve compliance with requirements."		Installing trade or its testing agency	

26-10	Record documents Other Informational Submittals Grounding And Bonding	26 05 26 1.3.B PDF p. 489 spec p. 26 05 26-1	"B. Other Informational Submittals: Plans showing dimensioned as-built locations of grounding features specified in Part 3 "Field Quality Control" Article, including the following: 1. Test wells. 2. Ground rods. 3. Ground rings. 4. Grounding arrangements and connections for separately derived systems. 5. Grounding for sensitive electronic equipment."		Installing trade marks up field set; prime/GC compiles and submits	
26-11	Tests / certificates Field quality-control test reports Grounding And Bonding	26 05 26 1.3.C PDF p. 489 spec p. 26 05 26-1	"C. Field quality-control test reports."		Installing trade or its testing agency	
26-12	O&M data Operation and Maintenance Data Grounding And Bonding	26 05 26 1.3.D PDF p. 489 spec p. 26 05 26-1	"D. Operation and Maintenance Data: For grounding to include the following in emergency, operation, and maintenance manuals: 1. Instructions for periodic testing and inspection of grounding features at grounding connections for separately derived systems based on NFPA 70B. a. Tests shall be to determine if ground resistance or impedance values remain within specified maximums, and instructions shall recommend ..."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
26-13	Tests / certificates Perform the following tests and inspections and prepare test reports: Grounding And Bonding	26 05 26 3.5.A PDF p. 493 spec p. 26 05 26-5	"A. Perform the following tests and inspections and prepare test reports: 1. After installing grounding system but before permanent electrical circuits have been energized, test for compliance with requirements. 2. Test completed grounding system at each location where a maximum ground-resistance level is specified, at service disconnect enclosure grounding terminal, and at individual ground rods. Make tests at ..."		Installing trade or its testing agency	
26-14	Tests / certificates Report measured ground resistances that exceed the following values: Grounding And Bonding	26 05 26 3.5.B PDF p. 494 spec p. 26 05 26-6	"B. Report measured ground resistances that exceed the following values: 1. Power and Lighting Equipment or System with Capacity 500 kVA and Less: 10 ohms. 2. Pad-Mounted Equipment: 5 ohms."		Installing trade or its testing agency	
26-15	Warranty Manufacturer's standard limited warranty unless indicated otherwise Architectural Lighting Controls	26 09 23 1.8.A PDF p. 523 spec p. 26 09 23-2	"A. Manufacturer's standard limited warranty unless indicated otherwise."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
26-16	Tests / certificates Tests and Inspections Architectural Lighting Controls	26 09 23 3.4.B PDF p. 533 spec p. 26 09 23-12	"B. Tests and Inspections: Manufacturer's service representative shall perform the following inspections and prepare reports. Tests shall be witnessed by Owner's Representative. 1. Complete installation and start-up checks according to manufacturer's written instructions. 2. Verify Class II connections. 3. Check for completion of Class I wiring checks prior to connection to load controls. 4. Set IP addresses and ..."		Installing trade or its testing agency	
26-17	Tests / certificates Provide a report in table format including each room or ... Architectural Lighting Controls	26 09 23 3.4.C PDF p. 533 spec p. 26 09 23-12	"C. Provide a report in table format including each room or space that has occupancy sensors and/or light level sensors installed. Indicate the following for each space: 1. Date of test or inspection. 2. Pole Number and Fixture Address. 3. Quantity and Type of each device installed 4. Sequence of Operation for the control each zone controlled. 5. Verification that the control of each space complies with the Sequence ..."		Installing trade or its testing agency	
26-18	Training Before Substantial Completion, arrange and provide a one-day Owner instruction ... Architectural Lighting Controls	26 09 23 3.5.A PDF p. 534 spec p. 26 09 23-13	"A. Before Substantial Completion, arrange and provide a one-day Owner instruction period to designated Owner personnel. Set-up, starting of the lighting control system and Owner instruction includes: 1. Confirmation of entire system operation and communication to each device. 2. Confirmation of operation of individual relays, switches, and sensors. 3. Confirmation of system Programming, photocell settings, override ..."		Installing trade with manufacturer's rep; owner's staff attend	
26-19	Tests / certificates Field Quality-Control Reports: Panelboards	26 24 16 1.3.D PDF p. 535 spec p. 26 24 16-1	"D. Field Quality-Control Reports: 1. Test procedures used. 2. Test results that comply with requirements. 3. Results of failed tests and corrective action taken to achieve test results that comply with requirements."		Installing trade or its testing agency	
26-20	O&M data Operation and Maintenance Data Panelboards	26 24 16 1.3.F PDF p. 535 spec p. 26 24 16-1	"F. Operation and Maintenance Data: For panelboards and components to include in emergency, operation, and maintenance manuals. In addition to items specified in Division 01 Section "Operation and Maintenance Data," include the following: 1. Manufacturer's written instructions for testing and adjusting overcurrent protective devices. 2. Time-current curves, including selectable ranges for each type of overcurrent ..."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	

26-21	Warranty Special Warranty Panelboards	26 24 16 1.8.A PDF p. 536 spec p. 26 24 16-2	"A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace transient voltage suppression devices that fail in materials or workmanship within specified warranty period. 1. Warranty Period: Five years from date of Substantial Completion."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
26-22	Spare parts / extra materials Furnish extra materials that match products installed and that are ... Panelboards	26 24 16 1.9.A PDF p. 537 spec p. 26 24 16-3	"A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents. 1. Keys: Two spares for each type of panelboard cabinet lock. 2. Circuit Breakers Including GFCI and Ground Fault Equipment Protection (GFEP) Types: Two spares for each panelboard."		Installing trade delivers; owner signs receipt	
26-23	Tests / certificates Prepare test and inspection reports, including a certified report that ... Panelboards	26 24 16 3.4.F PDF p. 540 spec p. 26 24 16-6	"F. Prepare test and inspection reports, including a certified report that identifies panelboards included and that describes scanning results. Include notation of deficiencies detected, remedial action taken, and observations after remedial action."		Installing trade or its testing agency	
26-24	Tests / certificates Field quality-control test reports Wiring Devices	26 27 26 1.4.C PDF p. 542 spec p. 26 27 26-1	"C. Field quality-control test reports."		Installing trade or its testing agency	
26-25	O&M data Operation and Maintenance Data Wiring Devices	26 27 26 1.4.D PDF p. 542 spec p. 26 27 26-1	"D. Operation and Maintenance Data: For wiring devices to include in all manufacturers' packing label warnings and instruction manuals that include labeling conditions."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
26-26	Tests / certificates Perform tests and inspections and prepare test reports Wiring Devices	26 27 26 3.3.A PDF p. 547 spec p. 26 27 26-6	"A. Perform tests and inspections and prepare test reports. 1. Test Instruments: Use instruments that comply with UL 1436. 2. Test Instrument for Convenience Receptacles: Digital wiring analyzer with digital readout or illuminated LED indicators of measurement."		Installing trade or its testing agency	
26-27	Tests / certificates Field Test Reports Enclosed Switches And Circuit Breakers	26 28 16 1.4.D PDF p. 549 spec p. 26 28 16-2	"D. Field Test Reports: Submit written test reports and include the following: 1. Test procedures used. 2. Test results that comply with requirements. 3. Results of failed tests and corrective action taken to achieve test results that comply with requirements."		Installing trade or its testing agency	
26-28	O&M data Maintenance Data Enclosed Switches And Circuit Breakers	26 28 16 1.4.F PDF p. 549 spec p. 26 28 16-2	"F. Maintenance Data: For enclosed switches and circuit breakers and for components to include in maintenance manuals specified in Division 01. In addition to requirements specified in Division 01 Section "Closeout Procedures," include the following: 1. Routine maintenance requirements for components. 2. Manufacturer's written instructions for testing and adjusting switches and circuit breakers. 3. Time-current ..."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
26-29	O&M data Operation and Maintenance Data Lighting	26 51 00 1.4.F PDF p. 554 spec p. 26 51 00-2	"F. Operation and Maintenance Data: For lighting equipment and fixtures to include in emergency, operation, and maintenance manuals. In addition to items specified in Division 01 Section "Closeout Procedures," include the following: 1. Catalog data for each fixture. Include the diffuser, ballast, and lamps installed in that fixture."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
26-30	Warranty Warranties Lighting	26 51 00 1.4.G PDF p. 554 spec p. 26 51 00-2	"G. Warranties: Special warranties specified in this Section."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
26-31	Warranty Special Warranty for LED Fixtures Lighting	26 51 00 1.7.A PDF p. 554 spec p. 26 51 00-2	"A. Special Warranty for LED Fixtures: Manufacturer's standard form, in which the LED fixture manufacturer agrees to repair or replace LED components that fail in materials or workmanship within specified warranty period. 1. LED Fixtures: Five year from date of Substantial Completion."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	

26-32	Tests / certificates Prepare a written report of tests, inspections, observations, and verifications ... Lighting	26 51 00 3.3.D PDF p. 557 spec p. 26 51 00-5	"D. Prepare a written report of tests, inspections, observations, and verifications indicating and interpreting results. If adjustments are made to lighting system, retest to demonstrate compliance with standards."		Installing trade or its testing agency	
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Quotes are copied from the spec text layer; long paragraphs are cut with '...'. 'Usually provided by' is our estimate, not the spec. Copies/format lists only words found in the quote; where blank, the Division 01 format rules apply.

Detail with quotes: Communications

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
27-1	Warranty AV Contractor shall provide a one (1) year warranty for ... Integrated Audiovisual Systems	27 41 16 1.9.A PDF p. 565 spec p. 27 41 16-8	"A. AV Contractor shall provide a one (1) year warranty for the Work. The warranty shall cover all Work, Systems, and subsystems against defects in materials and workmanship. The Work as specified herein, including all materials and labor, but excepting any existing devices and equipment which are incorporated in the completed Work, shall be warranted to be free from defects in design, workmanship, and materials. ..."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
27-2	Warranty In order to maintain certain manufacturer's warranties, system equipment must ... Integrated Audiovisual Systems	27 41 16 1.9.B PDF p. 565 spec p. 27 41 16-8	"B. In order to maintain certain manufacturer's warranties, system equipment must be installed, aligned and serviced by those installers recognized and authorized by said manufacturers to be capable of performing such duties. If a certain installer is not so authorized by a particular manufacturer, it is solely their responsibility to make such arrangements to come into such compliance and they shall bear all costs ..."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
27-3	Warranty The warranty shall be valid and initiated following the date ... Integrated Audiovisual Systems	27 41 16 1.9.C PDF p. 566 spec p. 27 41 16-9	"C. The warranty shall be valid and initiated following the date of System acceptance by the Consultant and/or Owner. System acceptance shall commence when all parts, components, sub-Systems, and Systems have been tested, shown to be working in accordance with the Specification, and approved by the Owner"		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
27-4	Warranty Warranty Service: Integrated Audiovisual Systems	27 41 16 1.9.D PDF p. 566 spec p. 27 41 16-9	"D. Warranty Service: 1. In the event that defects in the materials and/or workmanship are identified during the warranty period, the AV Contractor shall provide all labor and materials as may be required for prompt correction of the defect. 2. All manufacturers' equipment warranties shall be activated in the Owner's name and shall commence on the date of system acceptance. In the case of AV Contractor-modified ..."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
27-5	Warranty The Bidder shall offer a separate annual service contract, covering ... Integrated Audiovisual Systems	27 41 16 1.9.E PDF p. 566 spec p. 27 41 16-9	"E. The Bidder shall offer a separate annual service contract, covering all installed systems. The frequency of those visits, as identified and determined by the Bidder and there experience, shall be at regular intervals, in order to perform operational checks of the system(s) and equipment, to clean and service computers, tape machines, and other critical items, to lubricate moving parts as recommended by ..."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
27-6	Warranty The Bidder shall also submit separate pricing for other, non-routine, ... Integrated Audiovisual Systems	27 41 16 1.9.F PDF p. 566 spec p. 27 41 16-9	"F. The Bidder shall also submit separate pricing for other, non-routine, emergency, "on-call" service visits and an "in-shop" hourly rate for repair and maintenance work."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
27-7	Warranty Service and service contract related costs FOR YEAR 1 shall ... Integrated Audiovisual Systems	27 41 16 1.9.G PDF p. 566 spec p. 27 41 16-9	"G. Service and service contract related costs FOR YEAR 1 shall be incorporated with the costs for the system's base-bid."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	
27-8	Warranty Additional terms – Warranty / Extended Service Options must include ... Integrated Audiovisual Systems	27 41 16 1.9.H PDF p. 566-567 spec p. 27 41 16-9	"H. Additional terms – Warranty / Extended Service Options must include the following (at a minimum): 1. Phone time to live agent: <60 seconds 2. 1-hour Callback time 3. Unlimited Remote Technical Support 4. Emergency On-site Support: 4-hour SLA for calls received by 1pm 5. Standard On-site Support: a. 4-hour SLA for calls received by 1pm (First 6 months) b. Next Business Day SLA After Month 6 6. Unlimited Emergency ..."		Manufacturer warranty obtained by the installing trade; contractor's own warranty	

27-9	O&M data Record Documentation shall include all information required in the Pre-fabrication ... Integrated Audiovisual Systems	27 41 16 1.11.E PDF p. 570-571 spec p. 27 41 16-13	"E. Record Documentation shall include all information required in the Pre-fabrication Submittals but revised to reflect "as installed" conditions. 1. General Description and Requirements a. Submit Record Documentation in accordance with the CM's construction schedule. b. Record Documentation shall consist of Record Drawings and Operation and Maintenance Manuals. c. Provide a letter of transmittal with Record ..."	3-ring; binder; electronic media; AutoCAD	Installing trade compiles from manufacturer data; prime/GC assembles the manual	
27-10	Record documents Procedure for Resubmitting Integrated Audiovisual Systems	27 41 16 1.11.F PDF p. 571-572 spec p. 27 41 16-14	"F. Procedure for Resubmitting 1. Make corrections or changes in O & M and/or Record Drawings as required by the Architect and resubmit when the Architect's stamp requires re-submittal. 2. Clearly identify changes made other than those specifically requested by the Architect when resubmitting Record Drawings. Changes shall be clouded or similarly highlighted as coordinated with the Architect. Only changes that have ..."		Installing trade marks up field set; prime/GC compiles and submits	
27-11	Tests / certificates Status Reports Integrated Audiovisual Systems	27 41 16 1.11.G PDF p. 572 spec p. 27 41 16-15	"G. Status Reports 1. After the award of contract, the AV Contractor is responsible for providing weekly status reports outlining his progress on the project. These reports should include information on the work completed during the week, the work to be completed during the upcoming week and any potential scheduling issues. The following should be included in this Status Report: 2. Expected date of project ..."		Installing trade or its testing agency	
27-12	Training The Contractor shall provide on-the-job training by a suitably qualified ... Integrated Audiovisual Systems	27 41 16 1.15.A PDF p. 574 spec p. 27 41 16-17	"A. The Contractor shall provide on-the-job training by a suitably qualified instructor, to personnel designated by the Owner, to instruct them in the operation and maintenance of the systems. In the event the Contractor does not have qualified instructors on staff for certain sophisticated equipment, the contractor will provide a manufacturer's representative for such instruction to the owner at no additional cost. ..."		Installing trade with manufacturer's rep; owner's staff attend	
27-13	Tests / certificates Commissioning Tests will not be performed until the Contractor's System ... Integrated Audiovisual Systems	27 41 16 3.5.A PDF p. 590 spec p. 27 41 16-33	"A. Commissioning Tests will not be performed until the Contractor's System Checkout has been completed and the test results have been reviewed. The Commissioning Tests will be supervised by the Owner's Representative and shall consist of the following at a minimum: 1. A physical inventory of all equipment on site and will be compared to equipment lists in the contract documents. 2. The operation of all system ..."		Installing trade or its testing agency	

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Detail with quotes: Electronic Safety and Security

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
28-1	Tests / certificates Field Test Reports Digital Addressable Fire Alarm System	28 31 11 1.5.F PDF p. 594 spec p. 28 31 11-2	"F. Field Test Reports: Indicate and interpret test results for compliance with performance requirements. Comply with NFPA 72."		Installing trade or its testing agency	
28-2	O&M data Maintenance Data Digital Addressable Fire Alarm System	28 31 11 1.5.G PDF p. 594 spec p. 28 31 11-2	"G. Maintenance Data: For fire alarm systems to include in maintenance manuals specified in Division 1. Comply with NFPA 72."		Installing trade compiles from manufacturer data; prime/GC assembles the manual	
28-3	Tests / certificates Certificate of Completion Digital Addressable Fire Alarm System	28 31 11 1.5.H PDF p. 594 spec p. 28 31 11-2	"H. Certificate of Completion: Comply with NFPA 72."		Installing trade or its testing agency	
28-4	Tests / certificates Prepare test and inspection reports Digital Addressable Fire Alarm System	28 31 11 3.5.E PDF p. 602 spec p. 28 31 11-10	"E. Prepare test and inspection reports."		Installing trade or its testing agency	
28-5	Training Engage a factory-authorized service representative to train Owner's maintenance personnel ... Digital Addressable Fire Alarm System	28 31 11 3.7.A PDF p. 603 spec p. 28 31 11-11	"A. Engage a factory-authorized service representative to train Owner's maintenance personnel as specified below: 1. Train Owner's maintenance personnel on procedures and schedules for starting and stopping, troubleshooting, servicing, adjusting, and maintaining equipment and schedules. Provide a minimum of 8 hours' training. 2. Training Aid: Use the approved final version of the operation and maintenance manual as ..."		Installing trade with manufacturer's rep; owner's staff attend	

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Detail with quotes: Front-end documents (conditions of the contract)

Project: Buffalo Convention Center Ballroom Renovations (DPW 2022-818-02) · Owner: Erie County Department of Public Works · Source: <https://www3.erie.gov/dpw/sites/www3.erie.gov/dpw/files/2024-05/2022-818-02-project-manual-bid.pdf> · Built 2026-10-20

#	Item	Where	What the spec requires (quoted)	Copies / format	Usually provided by (our estimate)	Status
FE-1	Payment release Final payment / retainage condition Conditions Of The Contract (Find Heading On The Cited Page)	Front-end PDF p. 12	"The Contractor and each of its sub-contractors acknowledge that no final payment can be made to the Contractor unless the necessary certifications, properly executed, accompany the final payment request."		Prime contractor (with each sub's releases)	
FE-2	Payment release Final payment / retainage condition Conditions Of The Contract (Find Heading On The Cited Page)	Front-end PDF p. 166	"As a condition precedent to final payment, the Contractor shall execute a guaranty in the form provided by the Architect / Engineer warranting the work under his contract free from defects of materials and workmanship and agreeing to replace at his expense any materials or equipment found defective within the two years after final acceptance by the Owner, and to replace any other work found unsatisfactory because ..."		Prime contractor (with each sub's releases)	
FE-3	Payment release Final payment / retainage condition Conditions Of The Contract (Find Heading On The Cited Page)	Front-end PDF p. 174	"7.15 RELEASE OF LIENS - The Contractor shall deliver to the Owner a complete release of all liens arising out of this Contract before the retained percentage or before the final Request for Payment is paid. 7.16 ACCEPTANCE AND FINAL PAYMENT - When the Contractor shall have completed the work in accordance with the terms of the Contract Documents, the Architect / Engineer shall certify his acceptance to the Owner ..."		Prime contractor (with each sub's releases)	
FE-4	Payment release Final payment / retainage condition Conditions Of The Contract (Find Heading On The Cited Page)	Front-end PDF p. 174	"The Contractor shall furnish evidence that he has fully paid all debts for labor, materials, and equipment incurred in connection with the work, following which the Owner shall accept the work and release the Contractor except as to the conditions of the Performance Bond, any legal rights of the Owner, required guarantees, and Correction of Faulty Work after Final Payment, and shall authorize payment of the ..."		Prime contractor (with each sub's releases)	
FE-5	Payment release Final payment / retainage condition Conditions Of The Contract (Find Heading On The Cited Page)	Front-end PDF p. 181	"This report and all cancelled checks necessary to verify certification are to be submitted to the Erie County EEO Office, prior to final payment request. 27."		Prime contractor (with each sub's releases)	

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