SECTION 01 78 00

CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.1 REFERENCES

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

U.S. ARMY CORPS OF ENGINEERS (USACE)

ERDC/ITL TR-12-1	(2015) A/E/C Graphics Standard, Release 2.0
ERDC/ITL TR-12-6	(2015) A/E/C CAD Standard - Release 6.0

U.S. DEPARTMENT OF DEFENSE (DOD)

UFC 1-300-08	(2009; with Change 2, 2011) Criteria for Transfer and Acceptance of DoD Real Property

1.2 DEFINITIONS

1.2.1 Working As-Built Drawings

Working as-built drawings are developed and maintained by the Contractor and depict actual conditions, including deviations from the Contract Documents. These deviations and additions may result from coordination required by, but not limited to: contract modifications; official responses to Contractor submitted Requests for Information; direction from the Contracting Officer or the COntracting Officer's Representative; designs which are the responsibility of the Contractor, and differing site conditions. Maintain the as-builts throughout construction as red-lined hard copies on site or red-lined PDF files. These files serve as the basis for the creation of the record drawings.

1.2.2 Record Drawings

The record drawings are the final compilation of actual conditions reflected in the working as-built drawings.

1.3 SOURCE DRAWING FILES

Request the full set of electronic drawings, in the source format, for Record Drawing preparation, after award and at least 30 days prior to required use.

1.3.1 Terms and Conditions

Data contained on these electronic files must not be used for any purpose other than as a convenience in the preparation of construction drawings and data for the referenced project. Any other use or reuse shall be at the sole risk of the Contractor and without liability or legal exposure to

the Government. The Contractor must make no claim and waives to the fullest extent permitted by law, any claim or cause of action of any nature against the Government, its agents or sub consultants that may arise out of or in connection with the use of these electronic files. The Contractor must, to the fullest extent permitted by law, indemnify and hold the Government harmless against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or resulting from the use of these electronic files.

These electronic CAD drawing files are not construction documents. Differences may exist between the CAD files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic CAD files, nor does it make representation to the compatibility of these files with the Contractor hardware or software. In the event that a conflict arises between the signed and sealed construction documents prepared by the Government and the furnished Source drawing files, the signed and sealed construction documents govern. The Contractor is responsible for determining if any conflict exists. Use of these Source Drawing files does not relieve the Contractor of duty to fully comply with the contract documents, including and without limitation, the need to check, confirm and coordinate the work of all contractors for the project. If the Contractor uses, duplicates or modifies these electronic source drawing files for use in producing construction drawings and data related to this contract, remove all previous indicia of ownership (seals, logos, signatures, initials and dates).

1.4 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-03 Product Data

Warranty Letter

Warranty Tags

Spare Parts Data

SD-08 Manufacturer's Instructions

Posted Instructions

SD-10 Operation and Maintenance Data

Operation and Maintenance Manuals; G

SD-11 Closeout Submittals

Working As-Built Drawings; G

Record Drawings; G

Certification of EPA Designated Items; G

Certification Of USDA Designated Items; G

DD FORM 1354; G

Checklist for DD FORM 1354; G

1.5 SPARE PARTS DATA

Submit two copies of the Spare Parts Data list.

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

1.6 QUALITY CONTROL

Additions and corrections to the contract drawings must be equal in quality and detail to that of the originals. Line colors, line weights, lettering, layering conventions, and symbols must conform to ERDC/ITL TR-12-6.

1.7 WARRANTY

1.7.1 Warranty Letter

Provide a warranty management letter which contains information relevant to FAR 52.246-21 Warranty of Construction. Include within the warranty letter all required actions and documents to assure that the Government receives all warranties to which it is entitled. The letter must contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesmen, or of engineering background, not necessarily familiar with this contract. Assemble information and turn over to the Government upon acceptance of the work. The construction warranty period will begin on the date of project acceptance and continue for the full product warranty period. A joint 9-month warranty inspection will be conducted, measured from time of acceptance, by the Contractor, Contracting Officer and/or the Contracting Officer's Representative, and the Customer Representative. Warranty letter shall include, but is not limited to, the following:

a. Roles and responsibilities of all personnel associated with the warranty process, including points of contact and telephone numbers within the organizations of the Contractors, subcontractors, manufacturers or suppliers involved.

b. Furnish with each warranty the name, address, and telephone number of each of the guarantor's representatives nearest to the project location.

c. Listing and status of delivery of all Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers, and for all commissioned systems such as fire protection and alarm systems, sprinkler systems, lightning protection systems, etc.

d. A list for each warranted equipment, item, feature of construction or system indicating:

(1) Name of item.
(2) Model and serial numbers.
(3) Location where installed.

(4) Name and phone numbers of manufacturers or suppliers.
(5) Names, addresses and telephone numbers of sources of spare parts.
(6) Warranties and terms of warranty. Include one-year overall warranty of construction, including the starting date of warranty of construction. Items which have extended warranties must be indicated with separate warranty expiration dates.
(7) Cross-reference to warranty certificates as applicable.
(8) Starting point and duration of warranty period.
(9) Summary of maintenance procedures required to continue the warranty in force.
(10) Cross-reference to specific pertinent Operation and Maintenance manuals.
(11) Organization, names and phone numbers of persons to call for warranty service.
(12) Typical response time and repair time expected for various warranted equipment.

f. Status of tagging of all equipment covered by extended warranties.

g. Copies of instructions to be posted near selected pieces of equipment where operation is critical for warranty and/or safety reasons.

1.7.2 Contractor's Response to Construction Warranty Service Requirements

Following oral or written notification by the Contracting Officer and/or the Contracting Officer's Representative, respond to construction warranty service requirements in accordance with the "Construction Warranty Service Priority List" and the three categories of priorities listed below. Submit a report on any warranty item that has been repaired during the warranty period. Include within the report the cause of the problem, date reported, corrective action taken, and when the repair was completed.

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

b. Second Priority Code 2. Perform onsite inspection to evaluate situation, and determine course of action within 8 hours, initiate work within 24 hours and work continuously to completion or relief.

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

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

Code 1-Life Safety Systems
(1) Fire suppression systems.
(2) Fire alarm system(s) in place in the building.

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

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

Code 3-Doors
(1) Overhead doors not operational.
(2) Interior/exterior personnel doors or hardware not functioning properly.

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

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

Code 3-Electrical
Street lights.

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

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

Code 2-Kitchen Equipment
(1) Dishwasher not operating properly.
(2) All other equipment hampering preparation of a meal.

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

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

Code 3 -Plumbing
Leaky faucets.

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

Code 1-Roof Leaks
Temporary repairs will be made where major damage to property is occurring.

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

Code 2-Water (Exterior)
No water to facility.

Code 2-Water (Hot)
No hot water in portion of building listed.

Code 3-All other work not listed above.

1.7.3 Warranty Tags

At the time of installation, tag each warranted item with a durable, oil and water resistant tag approved by the Contracting Officer or the Contracting Officer's Representative. Attach each tag with a copper wire and spray with a silicone waterproof coating. Also, submit record copies of the warranty tags showing the layout and design. The date of acceptance and the QC signature must remain blank until the project is accepted for beneficial occupancy. Show the following information on the tag.

Type of product/material	
Model number	
Serial number	
Contract number/ Project number	
Warranty period from/to	
Inspector's signature	
Construction Contractor	
Address	
Telephone number	
Warranty contact	
Address	
Telephone number	
Warranty response time priority code	
WARNING - PROJECT PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE DURING THE WARRANTY PERIOD.	

PART 2 PRODUCTS

2.1 GOVERNMENT FURNISHED MATERIALS

The Government will provide an optical disc (CD or DVD) at the preconstruction conference that contains the "as-designed" electronic CAD

files in the specified software and format revised to reflect all amendments and the final contract PDF drawings. The CAD files are provided to enable preparation of as-built or as-constructed drawings. If discrepancies exist between the CAD files and the contract PDF drawings, correct the CAD files to show the contract PDF drawings.

2.2 SYSTEM DESCRIPTION

Prepare the CAD drawing files in AutoCAD Release format compatible with a Windows operating system.

2.2.1 Additional Drawings

If additional drawings are required, prepare them using the specified electronic file format applying ERDC/ITL TR-12-6 and ERDC/ITL TR-12-1. The title block and drawing border to be used for any new final record drawings must be identical to that used on the contract drawings.

2.2.2 Sheet Numbers and File Names

If a sheet needs to be added between two sequential sheets, append a Supplemental Drawing Designator in accordance with ERDC/ITL TR-12-6 Adding a drawing sheet, and ERDC/ITL TR-12-1 Adding or deleting drawing sheets and index sheet procedures.

2.3 CERTIFICATION OF EPA DESIGNATED ITEMS

Submit the 'Recovered Materials Determination Form' in accordance with Section 00 72 00 ENVIRONMENTAL REQUIREMENTS FOR CONSTRUCTION ON TINKER AIR FORCE BASE.

2.4 CERTIFICATION OF USDA DESIGNATED ITEMS

Submit the 'Recovered Materials Determination Form' in accordance with Section 00 72 00 ENVIRONMENTAL REQUIREMENTS FOR CONSTRUCTION ON TINKER AIR FORCE BASE.

PART 3 EXECUTION

3.1 WORKING AS-BUILT DRAWINGS ('REDLINE' SET)

Provide and maintain two black line print copies of the PDF contract drawings for As-Built Drawings.

3.1.1 Markup Guidelines

Make comments and markup the drawings complete without reference to letters, memos, or materials that are not part of the As-Built drawing. Show what was changed, how it was changed, where item(s) were relocated and change related details. These working as-built markup prints must be neat, legible and accurate as follows:

a. Use base colors of red, green, and blue. Color code for changes as follows:

   (1) Special (Blue) - Items requiring special information, coordination, or special detailing or detailing notes.

   (2) Deletions (Red) - Over-strike deleted graphic items (lines),

lettering in notes and leaders.

(3) Additions (Green) - Added items, lettering in notes and leaders.

b. Provide a legend if colors other than the "base" colors of red, green, and blue are used.

c. Add and denote any additional equipment or material facilities, service lines, incorporated under As-Built Revisions if not already shown in legend.

d. Use frequent written explanations on markup drawings to describe changes. Do not totally rely on graphic means to convey the revision.

e. Use legible lettering and precise and clear digital values when marking prints. Clarify ambiguities concerning the nature and application of change involved.

f. Wherever a revision is made, also make changes to related section views, details, legend, profiles, plans and elevation views, schedules, notes and call out designations, and mark accordingly to avoid conflicting data on all other sheets.

g. For deletions, cross out all features, data and captions that relate to that revision.

h. For changes on small-scale drawings and in restricted areas, provide large-scale inserts, with leaders to the applicable location.

i. Indicate one of the following when attaching a print or sketch to a markup print:

1) Add an entire drawing to contract drawings

2) Change the contract drawing to show

3) Provided for reference only to further detail the initial design.

j. Incorporate all shop and fabrication drawings into the markup drawings.

3.1.2 Working As-Built Drawings Content

Revise As-Built Drawings in accordance with ERDC/ITL TR-12-1 and ERDC/ITL TR-12-6. Provide 2 sets of paper copies from PDF drawings to show the as-built conditions by red-line process during the execution of the project. Keep these working as-built markup drawings current on a weekly basis and at least one set available on the jobsite at all times. Changes from the contract drawings which are made during construction or additional information which might be uncovered in the course of construction must be accurately and neatly recorded as they occur by means of details and notes. Working as-built drawings shall include, but are not limited to, the following information:

a. The actual location, kinds and sizes of all sub-surface utility lines. In order that the location of these lines and appurtenances may be determined in the event the surface openings or indicators become covered over or obscured, show by offset dimensions to two permanently fixed surface features the end of each run including each change in direction on the record drawings. Locate valves, splice

boxes and similar appurtenances by dimensioning along the utility run from a reference point. Also record the average depth below the surface of each run.

b. The location and dimensions of any changes within the building structure.

c. Layout and schematic drawings of electrical circuits and piping.

d. Correct grade, elevations, cross section, or alignment of roads, earthwork, structures or utilities if any changes were made from contract plans.

e. Changes in details of design or additional information obtained from working drawings specified to be prepared or furnished by the Contractor; including but not limited to shop drawings, fabrication, erection, installation plans and placing details, pipe sizes, insulation material, dimensions of equipment, and foundations.

f. The topography, invert elevations and grades of drainage installed or affected as part of the project construction.

g. Changes or Revisions which result from the final inspection.

h. Where contract drawings or specifications present options, show only the option selected for construction on the working as-built markup drawings.

i. Systems designed or enhanced by the Contractor, such as HVAC controls, fire alarm, fire sprinkler, and irrigation systems.

j. Changes in location of equipment and architectural features.

k. Modifications (include within change order price the cost to change working as-built markup drawings to reflect modifications).

l. Actual location of anchors, construction and control joints, etc., in concrete.

m. Unusual or uncharted obstructions that are encountered in the contract work area during construction.

n. Location, extent, thickness, and size of stone protection particularly where it will be normally submerged by water.

3.1.3 Working As-Built Drawing Review

Within five (5) days of substantial completion, submit the working as-built drawing package. Submit electronic PDF files on two (2) optical discs (CD or DVD) with two sets of prints (one set of 11" x 17" prints, and one set ANSI D size prints). The government will promptly review and return one set of prints marked up with any necessary corrections.

3.2 RECORD DRAWING FILES

If additional drawings are required, prepare them using the specified electronic file format applying ERDC/ITL TR-12-6 and ERDC/ITL TR-12-1. The title block and drawing border to be used for any new final record drawings must be identical to that used on the contract drawings.

Accomplish additions and corrections to the contract drawings using CAD files. Provide all program files and hardware necessary to prepare final PDF record drawings. The Contracting Officer's Representative will review final PDF record drawings for accuracy and return them to the Contractor for required corrections, changes, additions, and deletions.

3.2.1 CAD Drawing files

a. For AutoCAD files (DWG), enter all as-built delta changes and notations on the AS-BUILT layer.

b. When final revisions have been completed, show the wording "RECORD DRAWING AS-BUILTS" followed by the name of the Contractor in letters at least 3/16 inch high on the cover sheet drawing. Date RECORD DRAWING AS-BUILTS" drawing revisions in the revision block.

c. The CAD files must be complete in all details and identical in form and function to the CAD drawing files supplied by the Government. Prepare AutoCAD files for transmittal using e-Transmit. Make any transactions or adjustments necessary to accomplish this. The Government reserves the right to reject any drawing files it deems incompatible with the customer's CAD system. Paper prints, drawing files and storage media submitted will become the property of the Government upon final approval. Failure to submit final record PDF drawing files, CAD files and prints as specified will be cause for withholding any payment due under this contract. Approval and acceptance of final record drawings must be accomplished before final payment is made.

3.3 RECORD DRAWINGS

Prepare final record drawings after Government approval of the working as-built drawings. Transfer the changes from the approved working as-built markup drawings to the original electronic CAD drawing files. Modify the as-built CAD drawing files to correctly show the features of the project as-built by bringing the working CAD drawing set into agreement with approved working as-built markup drawings, and adding such additional drawings as may be necessary. Refer to ERDC/ITL TR-12-1 Chapter 11 Drawing Revisions. Jointly review the working as-built markup drawings with printouts from working as-built CAD drawing PDF files for accuracy and completeness.

a. Drawing revisions must be in compliance with the following procedures.

(1) The revision delta size must be 5/16 inch unless the area where the delta is to be placed is crowded. Use a smaller size delta for crowded areas.

(2) Place a revision delta at the location of each deletion.

(3) For new details or sections which are added to a drawing, place a revision delta by the detail or section title.

(4) For minor changes, place a revision delta by the area changed on the drawing (each location).

(5) For major changes to a drawing, place a revision delta by the title of the affected plan, section, or detail at each location.

(6) For changes to schedules or drawings, place a revision delta either by the schedule heading or by the change in the schedule.

3.3.1 Final Record Drawing Package

Within 10 days after Government approval of all of the working as-built drawings for all phases of work, prepare the final CAD record drawings and submit PDF drawing files and one set of prints for review and approval. The Government will promptly return the prints annotated with any necessary corrections. Within 7 days revise the CAD files accordingly at no additional cost and submit the final record drawing package for the entire project. Submit electronic files (one set of ANSI D size PDFs and one set of CAD files) on two (2) optical discs (CD or DVD) with one set of 11" x 17" prints. The package must be complete in all details and identical in form and function to the contract drawing files supplied by the Government.

3.4 OPERATION AND MAINTENANCE MANUALS

Provide project operation and maintenance manuals as specified in Section 01 78 23 OPERATION AND MAINTENANCE MANUALS DATA. Provide two electronic copies of the Operation and Maintenance Manual files and one hard copy of the Operation and Maintenance Manuals. Submit to the Contracting Officer's Representative for approval 30 days prior to training as specified in Section 01 78 23, or 30 days prior to Final Inspection (reference Section 01 45 00.00 10 QUALITY CONTROL) if it is determined that training is not required.

3.5 CLEANUP

Leave premises "broom clean." Clean interior and exterior glass surfaces exposed to view; remove temporary labels, stains and foreign substances; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition. Replace filters of operating equipment. Clean debris from roofs, gutters, downspouts and drainage systems. Sweep paved areas and rake clean landscaped areas. Remove waste and surplus materials, rubbish and construction facilities from the site.

3.6 REAL PROPERTY RECORD

Near the completion of Project, but a minimum of 14 days prior to final inspection, complete and submit an accounting of all installed property utilizing Attachment 1 - DD FORM 1354. Contact the Contracting Officer's Representative for any project specific information necessary to complete the DD FORM 1354. Refer to UFC 1-300-08 for instruction on completing the DD FORM 1354. For convenience, a blank fillable PDF DD FORM 1354 may be obtained at the following link:
www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1354.pdf

Submit the completed Attachment 2 - Checklist for DD FORM 1354 of Installed Building Equipment items;include all equipment, materials and manufacture's name, size, type and serial number of all submitted real property approved for installation within the project. Attach this list to the DD FORM 1354.

-- End of Section --

TRANSFER AND ACCEPTANCE OF DoD REAL PROPERTY

Form Approved
OMB No. 0704-0188

PAGE OF PAGES

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria,VA 22350-3100 (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if itdoes not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.

1. FROM *(Organization Name)*	2. DATE PREPARED *(YYYYMMDD)*	3. PROJECT/JOB NUMBER	4. SERIAL NUMBER	8. TRANSACTION DETAILS
5. TO *(Organization - Installation Code and Name)*	6. RPSUID/SITENAME/ INSTCODE/INSTNAME	7. CONTRACT NUMBER(S)	7a. PLACED-IN-SERVICE DATE *(YYYYMMDD)*	a. METHOD *(X all that apply)*: ☐ ACQUISITION BY CONSTRUCTION ☐ TRANSFER BETWEEN SERVICES ☐ CAPITAL IMPROVEMENT ☐ INVENTORY ADJUSTMENT b. WHEN/EVENT *(X one)*: ☐ TOTAL ASSET PLACED-IN-SERVICE ☐ PARTIAL ASSET PLACED-IN-SERVICE c. TYPE *(X one)*: ☐ DRAFT ☐ FINAL ☐ INTERIM

9. ITEM NO.	10a. FACILITY NO.	10b. RPUID	11. CATEGORY CODE	12. CATCODE DESCRIPTION	13. TYPE CODE	14. SUST. CODE	AREA 15. PRIMARY UM	AREA 16. PRIMARY UM QUANTITY	OTHER 17. SECONDARY UM	OTHER 18. SECONDARY UM QUANTITY	19. COST	20. FUND SOURCE	21. FUND ORG	22. INTEREST CODE	23. ITEM REMARKS

24. STATEMENT OF COMPLETION. The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.

a. TRANSFERRED BY *(Typed Name and Signature)*	b. DATE SIGNED *(YYYYMMDD)*
c. TITLE *(Area Engr./Base Engr./DPW/Construction Agent)*	

25a. ACCEPTED BY *(Typed Name and Signature)*	b. DATE SIGNED *(YYYYMMDD)*
c. TITLE *(DPW/RPAO)*	26. PROPERTY VOUCHER NUMBER

DD FORM 1354, AUG 2013 PREVIOUS EDITION MAY BE USED. Adobe Designer 9.0

27. CONSTRUCTION DEFICIENCIES *(Attach blank sheet for continuations)*	28. PROJECT REMARKS *(Attach blank sheet for continuations)*

INSTRUCTIONS

GENERAL. This form has been designed and issued for use in connection with the transfer of military real property between the military departments and to or from other government agencies. It supersedes ENG Forms 290 and 290B (formerly used by the Army and Air Force) and NAVDOCKS Form 2317 (formerly used by the Navy).

Existing instructions issued by the military departments relative to the preparation of DD Form 1354 are applicable to this revised form to the extent that the various items and columns on the superseded forms have been retained. The military departments may promulgate additional instructions, as appropriate.

For detailed instructions on how to fill out this form, please refer to Unified Facilities Criteria (UFC) 1-300-08, dated 16 April 2009 or later.

SPECIFIC DATA ITEMS.

1. From. Name of the transferring agency.

2. Date Prepared. Date of actual preparation. Enter all dates in YYYYMMDD format (Example: March 31, 2010 = 20100331).

3. Project/Job Number. Project number on a DD Form 1391 or Individual Job Order Number.

4. Serial Number. Sequential serial number assigned by the preparing organization (e.g., 2010-0001).

5. To. Name and address of the receiving installation, activity, and Service of the Real Property Accountable Officer (RPAO).

6. RPSUID/SITENAME/INSTCODE/INSTNAME. Site Unique Identifier and name or installation code and name where the constructed facility is located.

7. Contract Number(s). Contract number(s) for this project.

7a. Placed-In-Service Date. RPA Placed In Service Date. This is the date the asset is actually placed-in-service.

8. Transaction Details.
a. Method of Transaction. Mark (X) as many boxes as apply.
b. When/Event. When or event causing preparation of DD Form 1354. X only one box.
c. Type. Draft, interim, or final DD Form 1354. X only one box.

9. Item Number. Use a separate item number for each facility, no item number for additional usages.

10a. Facility Number. Assigned in accordance with the Installation/Base Master Numbering Plan.

10b. RPUID. Identified in Real Property Inventory.

11. Category Code. The category code describes the facility usage.

12. Catcode Description. The category code name which describes the facility usage.

13. Type. Type of construction: P for Permanent; S for Semi- permanent; T for Temporary.

14. Sustainability Code. Reports whether or not an asset meets the sustainability guidelines set forth in Section 2(g) of Executive Order 13514. Valid values are: 1 (asset meets the guidelines); 2 (asset does not meet the guidelines); 3 (asset not evaluated); 4 (asset not subject to guidelines).

15. Area: UM 1. Area unit of measure; use the unit of measure associated with the category code selected in 11.

16. Total Quantity UM 1. The total area for the measure identified in Item 15. Use negative numbers for demolition.

17. Other: UM 2. Unit of Measure 2 is the capacity or other measurement unit (e.g., LF, MB, EA, etc.).

18. Total Quantity UM 2. The total capacity/other for the measure identified in Item 17.

19. Cost. Cost for each facility; for capital improvements to existing facilities, show amount of increase only. If there is no increase for the capital improvement, enter N/A.

20. Fund Source. Enter the Fund Source Code for this item.

21. Funding Organization. Enter the code for the organization responsible for acquiring this facility.

22. Interest Code. Enter the code that reflects government interest or ownership in the facility.

23. Item Remarks. Remarks pertaining only to the item number identified in Item 9; show cost sharing.

24. Statement of Completion. Typed name, signature, title, and date of signature by the responsible transferring individual or agent.

25. Accepted By. Typed name, signature, title, and date of signature by the RPAO or accepting official.

26. Property Voucher Number. Next sequential number assigned by the RPAO in voucher register.

27. Construction Deficiencies. List construction deficiencies in project during contractor turnover inspection.

28. Project Remarks. Project level remarks and continuation of blocks.

DD FORM 1354 (BACK), AUG 2013

Attachment 2

DD Form 1354 Checklist

Facility Number	Building Name	Number of Floors	Gross SF	Net SF

1. Building Dimensions and Construction Material

Building Outside Dimensions	Length (LF)	Width (LF)
Main Building		
Wings		
Offsets		
Basement		
Attic		
Porches, Covered		
Roof		
Foundation		

Other Building Data	Feet
Ceiling Height Main Bldg	
Ceiling Height Basement	
Door Height	
Door With	

	Code
Fire Rating Code	

Construction Materials	Type
Principal Struct Material	
Secondary Struct Material	
Exterior Wall Material	
Interior Wall Material	
Floor Surface Material	
Sub-Floor Material	

Construction Materials (Pavements)	Type
Surface Course Materials	
Base Course Materials	

2. Utility Connection, Information, and Fuel Data:

Utility Connections	Number of Pipes	Diameter of Each Pipe	Capacity of All Inlet Pipes	Available or Connected? (Yes / No)
Water				
Gas				
Sewer Pipe				
Storm Sewer Pipe				
Steam				
Condensate				
Comm.				

System	Energy Type	Source Location	Fuel Description	Air Circulation
Heating				
Air Conditioning				
Hot Water				
Steam				
Electric				

Electric	Phase/ Voltage	Wire Size	Connected Load – Amps	Connected Load - KVA

3. Installed Real Property

a. Building Systems:

(1) Fire Protection System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
		SF			
	Closed Head Auto Sprinklers	HD			
		SF			
	Open Head Deluge System	HD			
		SF			
	Auto Fire Detection System	EA			
	Manual Fire Alarm System	EA			
	CO2 Fire System	EA			
	Foam Fire System	EA			
	Other Fire System	EA			
	Halon 1301 Fire System	EA			

(2) Security System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
	Security Alarm System	EA			

(3) Heating System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
	Heating Plant 750/3500 MB	MB			
	Heating Plant Over 3500 MB	MB			
		GA			
	Storage Tank for Heating Or Generator Fuel	TYPE	NA	NA	
		FUEL	NA	NA	

(4) Air Conditioning System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
		TN			
	A/C Window Units	SF			
		TN			
	A/C Plant Less than 5 TN	SF			
	A/C Plant 5 to 25 TN	TN			
	A/C Plant 25 to 100 TN	TN			
	A/C Plant Over 100 TN	TN			

(5) Electrical System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
	Electric Emergency Power Generator	KW			
		GA			
	Storage Tank for Heating or Generator Fuel	TYPE	NA	NA	
		FUEL	NA	NA	

b. Real Property Installed Equipment:

Item	Unit of Measure	Qty	Model	Serial Number / Description
Evaporative Coolers	CFM			
Hot Water Heater	GA			
Exhaust Fan	CFM			
Wash Basin	EA			
Water Closet	EA			
Urinal	EA			
Utility Sink	EA			
Refrigerated Drinking Fountain	EA			
Heating Plant under 750 MB	MB			
Forced Air Heating	BTU			
Other Heating	BTU			
Dehumidifiers	GPM			
Elevators	Lbs			
	PN			
Theater-Type Seats Secured To Floor	EA			
Other				

c. Related Facilities Added:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
	Prim Distr Line OH	LF			
	Transformers	KVA			
	Power Poles	LF			
	Sec Distr Line OH	LF			
	Prim Distr Line UG	LF			
	Sec Distr Line UG	LF			
	Exterior Street Lighting or Parking Area Lights	EA			
	Gas Mains	LF			
	Sewage Septic Tank	KG			
	Sanitary Sewer	LF			
	Water Distr Mains	LF			
	Fire Hydrants	EA			
	Curbs & Gutters	LF			
	Driveway	SY			
		SY			
	Road	LF			
	Vehicle Parking	SY			
	Storm Drain	LF			
	Fence, Security	LF			
	Fence, Interior	LF			
	Sidewalk	SY			
	Utility Vault (4 or more transformers)	SF			
	Tel Duct Facility	LF			
	Tel Pole Facility	LF			

d. Specialized Facilities/RPIE Added:

(1) Shops:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Air Compressors	HP			
	Hoists, Cranes (fixed)	TN			
	Hydraulic Lifts	TN			
	Emergency Shower	EA			
	Fixed Spray Paint Booth	EA			
	Load and Unload Platform	SF			
	Industrial Waste Main	LF			
	Compressed Air Dist	LF			

(2) Chapel:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Pews	EA			
	Altars	EA			
	Lecterns	EA			
	Pulpit	EA			

(3) Theater:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Theater Seats Secured to Floor	EA			
	Fire Screens	EA			

(4) Billeting Buildings:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Built-in Household Dishwasher	EA			
	Garbage Disposals	EA			
	Built-in Domestic Ranges and Ovens	EA			
	Range Canopy w/Exhaust Fan	EA			
	Water Softener, Household Type	EA			

(5) MWR Buildings:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Dishwashers, Built-in	EA			
	Walk-in Refrigerators Built-in	EA			
	Garbage Disposal Unit	EA			
	Range Canopy w/ Exhaust Canopy System	EA			
	PA System, Built-in	EA			
	Vault, Built-in	EA			
	Stage and Auditorium	SF			
	Playground Equipment Permanently Affixed	EA			
	Bowling Alley Lanes,	LA			
	Approaches, Ball Returns Load & Unload Platforms	SF			

(6) Post Office:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Post office lock boxes	EA			

(7) List any other items installed, but not listed above. Please indicate size, square footage, amount, number of units, etc. as applicable.

4. Removed Real Property

a. Building Systems:

(1) Fire Protection System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
		SF			
	Closed Head Auto Sprinklers	HD			
		SF			
	Open Head Deluge System	HD			
		SF			
	Auto Fire Detection System	EA			
	Manual Fire Alarm System	EA			
	CO2 Fire System	EA			
	Foam Fire System	EA			
	Other Fire System	EA			
	Halon 1301 Fire System	EA			

(2) Security System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
	Security Alarm System	EA			

(3) Heating System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
	Heating Plant 750/3500 MB	MB			
	Heating Plant Over 3500 MB	MB			
		GA			
	Storage Tank for Heating Or Generator Fuel	TYPE	NA	NA	
		FUEL	NA	NA	

(4) Air Conditioning System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
		TN			
	A/C Window Units	SF			
		TN			
	A/C Plant Less than 5 TN	SF			
	A/C Plant 5 to 25 TN	TN			
	A/C Plant 25 to 100 TN	TN			
	A/C Plant Over 100 TN	TN			

(5) Electrical System:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
	Electric Emergency Power Generator	KW			
		GA			
	Storage Tank for Heating or Generator Fuel	TYPE	NA	NA	
		FUEL	NA	NA	

b. Real Property Installed Equipment:

Item	Unit of Measure	Qty	Model	Serial Number / Description
Evaporative Coolers	CFM			
Hot Water Heater	GA			
Exhaust Fan	CFM			
Wash Basin	EA			
Water Closet	EA			
Urinal	EA			
Utility Sink	EA			
Refrigerated Drinking Fountain	EA			
Heating Plant under 750 MB	MB			
Forced Air Heating	BTU			
Other Heating	BTU			
Dehumidifiers	GPM			
Elevators	Lbs			
	PN			
Theater-Type Seats Secured To Floor	EA			
Other				

c. Related Facilities Removed:

Category Code	Nomenclature	Unit of Measure	Qty	Cost	Serial Number / Description
	Prim Distr Line OH	LF			
	Transformers	KVA			
	Power Poles	LF			
	Sec Distr Line OH	LF			
	Prim Distr Line UG	LF			
	Sec Distr Line UG	LF			
	Exterior Street Lighting or Parking Area Lights	EA			
	Gas Mains	LF			
	Sewage Septic Tank	KG			
	Sanitary Sewer	LF			
	Water Distr Mains	LF			
	Fire Hydrants	EA			
	Curbs & Gutters	LF			
	Driveway	SY			
		SY			
	Road	LF			
	Vehicle Parking	SY			
	Storm Drain	LF			
	Fence, Security	LF			
	Fence, Interior	LF			
	Sidewalk	SY			
	Utility Vault (4 or more transformers)	SF			
	Tel Duct Facility	LF			
	Tel Pole Facility	LF			

d. Specialized Facilities/RPIE Removed:

(1) Shops:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Air Compressors	HP			
	Hoists, Cranes (fixed)	TN			
	Hydraulic Lifts	TN			
	Emergency Shower	EA			
	Fixed Spray Paint Booth	EA			
	Load and Unload Platform	SF			
	Industrial Waste Main	LF			
	Compressed Air Dist	LF			

(2) Chapel:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Pews	EA			
	Altars	EA			
	Lecterns	EA			
	Pulpit	EA			

(3) Theater:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Theater Seats Secured to Floor	EA			
	Fire Screens	EA			

(4) Billeting Buildings:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Built-in Household Dishwasher	EA			
	Garbage Disposals	EA			
	Built-in Domestic Ranges and Ovens	EA			
	Range Canopy w/Exhaust Fan	EA			
	Water Softener, Household Type	EA			

(5) MWR Buildings:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Dishwashers, Built-in	EA			
	Walk-in Refrigerators Built-in	EA			
	Garbage Disposal Unit	EA			
	Range Canopy w/ Exhaust Canopy System	EA			
	PA System, Built-in	EA			
	Vault, Built-in	EA			
	Stage and Auditorium	SF			
	Playground Equipment Permanently Affixed	EA			
	Bowling Alley Lanes,	LA			
	Approaches, Ball Returns Load & Unload Platforms	SF			

(6) Post Office:

Category Code	Nomenclature	Unit of Measure	Amount	Cost	Serial Number Description
	Post office lock boxes	EA			

(7) List any other items removed, but not listed above. Please indicate size, square footage, amount, number of units, etc. as applicable.

e. List products and materials that can be recovered and remanufactured into a new product. Recyclable materials include, but are not limited to, the following:

(1) Metals (ferrous and non-ferrous), including banding, metal studs, ductwork and piping.
(2) Asphaltic concrete paving
(3) Portland cement concrete
(4) Land clearing debris including trees and plant materials
(5) Native rock and granular fill
(6) Gypsum products
(7) Paper and cardboard
(8) Wood products, including structural, finish, crates and pallets
(9) Brick and masonry
(10) Plastics
(11) Copper wiring
(12) Mechanical and electrical products and equipment

These recyclable products shall be reported by weight to the Contracting Officer.

-- End of Attachment 1 --

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