REFURBISH BEQ FACILITIES; B4168, and B4169;
MCAS CHERRY POINT, NORTH CAROLINA 28533-0006
WORK ORDER # 7593597

1.1 GENERAL INTENTION

The work includes multiple BEQ rehabs and incidental related work.

1.2 LOCATION

The work is located at B4168, and B4169, MCAS Cherry Point, approximately as indicated. The exact location will be shown by the Contracting Officer.

1.3 DETAILED REQUIREMENTS.

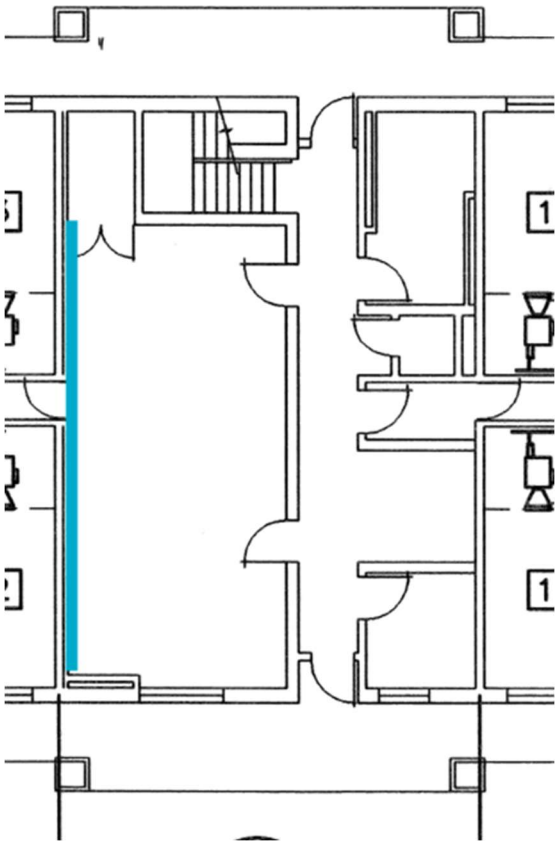
Removable Furniture, Appliances
INVENTORY, REMOVE, STORE, AND PROTECT EACH PIECE OF FURNITURE IN THE BUILDING. TYPICAL SLEEPING ROOM INCLUDES BUT IS NOT LIMITED TO: (2) METAL WARDROBES, (2) METAL RACKS, (2) MATTRESSES, (2) DESKS, (2) DESK CHAIRS, (2) NIGHT TABLES, AND (2) LAMPS, DORM SIZE REFRIGERATOR, MICROWAVE, RUGS, DRAPERIES, AND COMFORTERS. LOUNGE, LAUNDRY, AND DUTY FURNITURE INCLUDES BUT IS NOT LIMITED TO: (3) COUCHES, (10) CHAIRS, (12) WASHING MACHINES, (24) DRYERS, DESK, AND DESK CHAIR. INSTALL FURNITURE BACK INTO EACH ROOM WHEN CONSTRUCTION ACTIVITIES ARE COMPLETE IN THAT ROOM.

Painting
Paint all interior previously painted surfaces in BEQs B4168, B4166, B4167, and B4169.

Painting Finish Schedule:

Symbol	Color	Location	Notes	MPI Primer/ Intermediate/ Topcoat
PNT-1	SW 7105 PAPERWHITE	Typical walls and ceiling, Provide unless noted otherwise	Walls in Semigloss finish.	149/147/147
			Ceiling in Flat finish.	149/144/144

PNT-2	SW 6615 PEPPERY	Accent wall in Barracks Rooms	See IMG-1 for accent wall location. Typical for all Barracks Rooms. Semigloss finish.	149/147/147
PNT-3	SW 6480 LAGOON	Accent wall in Lounge Rooms	See IMG-2 for typical accent wall location. Semigloss finish.	149/147/147



IMG – 2: Typical Lounge Room accent wall location highlighted in blue above

Painting Surface Area Breakdown (All numbers are approximate CTR shall field verify, the tables below cover 4168, and 4169.)
The total area to be painted is as follows:

Location	Surface	Area (sq ft) **B4168**	Area (sq ft) **B4169**
Barracks Rooms	Ceilings	24,553	30,692
	Walls	56,393	70,491
Bathrooms	Ceilings	2,745	3,294
	Walls	13,250	19,080
Laundry Rooms	Ceilings	1,506	1,506
	Walls	2,718	2,718
Duty Hut	Ceiling	175	175
	Walls	510	510
Hallways	Ceilings	344	344
	Walls	1,673	1,673
Lounge	Ceiling	1,100	1,100
	Walls	2,705	2,705
All Areas	Doors	14,112	17,136
Total Area		121,784	151,424

The contractor shall establish and maintain clearly marked barricades around all active work areas to prevent unauthorized entry and ensure the safety of barracks personnel.

All surfaces (walls, ceilings, and doors) must be properly prepared. This includes but is not limited to: Cleaning all surfaces to remove dirt, dust, and grease. Scraping and removing any loose or peeling paint. Patching any cracks, holes, or other imperfections. Sanding and smoothing all patched areas to blend with the surrounding surface. Protecting all floors, furniture, and fixtures from paint and debris using drop cloths and plastic sheeting.

A single coat of high-quality primer is to be applied to all specified surfaces to ensure proper paint adhesion and a uniform finish.

Two coats of high-quality, low-VOC interior latex paint are to be applied to all specified surfaces. The paint should be applied evenly and consistently, with no drips or runs.

The contractor will be responsible for daily cleanup of the work area, as well as a final, thorough cleaning upon project completion. This includes the removal of all painting materials, debris, and protective coverings from the premises.

Flooring

Provide Solid Vinyl Plank with the following properties:
1. Conform to ASTM F1700 Class III printed (wood grain look), Type B (embossed). Provide 4.5" x 36" planks with unbeveled edge. The flooring must include a protective urethane for ease of maintenance and conform to ASTM E648, Type III Class I. The flooring must require a no wax finish. Provide vinyl flooring that is easily cleaned with off-the-shelf products. Surface finishes requiring manufacturer supplied or special-order cleaning solutions are not acceptable. Solid vinyl planks must meet ADA slip-resistance requirements.
2. Wear layer thickness (EN 429): 40 mils minimum
3. Fire Performance
a. Critical Radiant Flux (ASTM E648 and NFPA 253): > 0.45 W/cm, Class 1
b. Optical Smoke Density (ASTM E662 and NFPA 258) Non-Flaming DM Correct: < 450; Pass

Solid Vinyl Plank Basis of Design:
Mannington Commercial
AMTICO Signature Collection
AROW7510 GOLDEN OAK

Provide Resilient Floor Base with the following properties:
1. Conform to ASTM F1861, Type TS (vulcanized thermoset rubber) or Type TP (thermoplastic rubber), Style B (coved – installed with resilient flooring). Provide 4" high and a minimum 1/8" thick wall base. Provide job formed corners in matching height, shape, and color.

Resilient Floor Base Basis of Design:
Johnsonite
Traditional Wall Base
47 Brown

Flooring Area Breakdown
The total area for flooring replacement is as follows:

Location	Area (sq ft) **B4168**	Area (sq ft) **B4169**
Lounge Rooms	1,100	1,100
Barracks Rooms	24,553	30,692
Laundry Room	1,506	1,506
Duty Hut	175	175
Head	3294	4206
Hallway	344	344
Total Area	27,334	33,473

Remove and dispose of all existing flooring materials, including any underlayment, tack strips, and adhesives, from the specified areas. Properly dispose of all removed materials off-site.

All subfloor surfaces must be properly prepared to ensure a smooth, and solid base for the new LVP flooring. This includes but is not limited to: Thoroughly cleaning the subfloor. Grinding or sanding down any high spots. Filling any cracks, holes, or low spots with an appropriate leveling compound. Ensuring the entire subfloor is level to the LVP manufacturer's specifications.

Install new, high-quality Luxury Vinyl Plank (LVP) flooring according to the manufacturer's installation guidelines. Install new underlayment if required by the LVP manufacturer or project specifications. Ensure all planks are properly seated, with tight seams and no gaps.

Install new rubber cove base like and kind to existing in all areas where new flooring is installed. Fill voids along

the top edge of base at masonry walls with caulk. Install transition strips as needed between different flooring types (e.g., at doorways leading to bathrooms or hallways).

Showers

The following work is to be performed in both B4168 and 4169.

Perform a thorough deep cleaning of all interior shower surfaces, including walls, floors, and fixtures. Use appropriate commercial-grade cleaning agents to remove all soap scum, hard water deposits, body oils, and any visible surface mold or mildew.

Carefully cut and completely remove all existing caulk from all joints, seams, and corners within the showers approximately 80 linear feet per shower. This includes the seams between wall panels, around the shower pan/base, and around any fixtures or penetrations.

Thoroughly clean all joints and seams where caulk was removed to eliminate any mold, mildew, or residue. Ensure all surfaces are completely dry before applying new caulk. Isopropyl alcohol should be used as a final cleaning step to remove any remaining moisture and contaminants.

Apply a new bead of, 100% silicone, mold and mildew-resistant caulking to all prepared joints and seams. Tool the new caulk bead to create a smooth, concave, and watertight seal.

Clean the work area daily and remove all old caulking, used materials, and other debris from the premises upon completion of each unit. The contractor must clearly communicate the required cure time for the new caulking, during which the showers must not be used.

Lighting

Replace all existing indoor fixtures at B4168 and B4169. In typical bedroom layout replace existing 2’ x 4’ surface mounted light, and 3’ vanity strip light. In common room, hallways, small laundry rooms, and stairwell replace existing 2’ x 4’ Surface Mounted Light. In stairwells replace existing 4’ wall light. In electrical/mechanical room replace existing 8’ and 4’ surface mounted strip light.

See table below for fixture replacement guidelines in B4295 and 4296. The new fixtures shall be equivalent or superior in light output (lumens) and quality to the fixtures being replaced. Ensure all electrical connections are secure and comply with all applicable electrical codes. Mount each fixture securely to the existing junction box or ceiling structure.

Lighting Schedule				
Descriptions	Voltage/Ph	Ballast Type/ Quantity	Lumens	Total Watts
2′ x 4′ LED Surface Mounted Light	120V/1Ph	1-Elec Driver	3500 LUM/35k	28
4′ LED Stairwell Wall light	120V/1Ph	1-Elec Driver	3500 LUM/35k	28
3′ LED Vanity Strip Light	120V/1Ph	1-Elec Driver	2500 LUM/35k	32
8′ LED Surface Mounted Strip Light	120V/1Ph	1-Elec Driver	4000 Lum/35k	75
4′ LED Surface Mounted Strip Light	120V/1Ph	1-Elec Driver	4000 Lum/35k	38

Implement proper Lockout/Tagout (LOTO) procedures to de-energize all circuits being worked on. Power must remain off for the duration of the work in each area.

Safely disconnect and remove approximately 320 existing interior light fixtures in building 4169. Safely disconnect and remove approximately 260 existing interior light fixtures in building 4168. Inspect the existing wiring and junction boxes for damage, wear, or code deficiencies. Any issues discovered must be immediately reported to the COR before proceeding with the installation of the new fixture.

After installation is complete in each area, safely re-energize the circuits. Functionally test every new light fixture to confirm installation is complete in each area, safely re-energize the circuits. Functionally test every new light fixture to confirm it operates correctly. Verify that existing wall switches properly control the new fixtures.

Clean the work area daily, ensuring it is free of hazards. Upon project completion, remove all old fixtures, lamps, ballast, packaging, and installation-related debris from the facility. The contractor is responsible for the lawful disposal of all removed components, adhering to all local, state, and federal environmental regulations, particularly for components containing hazardous materials (e.g., fluorescent lamps, ballasts).

1.4 SPECIAL SCHEDULING REQUIREMENTS

Have materials, equipment, and personnel required to perform the work at the site prior to the commencement of the work.

The BEQ's will remain in operation during the entire construction period. The Contractor must conduct his operations so as to cause the least possible interference with normal operations of the activity. The CTR may work on both barracks at the same time but work shall be performed on one floor at a time.

Permission to interrupt any activity roads, railroads, or utility service must be requested in writing a minimum of 15 calendar days prior to the desired date of interruption and in accordance with section 1.10.

1.5 CONTRACTOR ACCESS AND USE OF PREMISES

1.5.1 ACTIVITY REGULATIONS

Ensure that Contractor personnel employed on the Activity become familiar with and obey Activity regulations including safety, fire, traffic and security regulations. Keep within the limits of the work and avenues of ingress and egress. Wear hard hats in designated areas. Do not enter any restricted areas unless required to do so and until cleared for such entry. Mark Contractor equipment for identification.

1.5.1.1 SUBCONTRACTORS AND PERSONNEL CONTACTS

Provide a list of contact personnel of the Contractor and subcontractors including addresses and telephone numbers for use in the event of an emergency. As changes occur and additional information becomes available, correct and change the information contained in previous lists.

1.5.1.2 INSTALLATION ACCESS

Obtain access to Navy and Marine Corps installations through participation in the Defense Biometrics Identification System (DBIDS). Requirements for Contractor employee registration, and transition for employees currently under Navy Commercial Access Control System (NCACS), are available at https://www.cnic.navy.mil/om/dbids.html. No fees are associated with obtaining a DBIDS credential.

Participation in the DBIDS is not mandatory, and Contractor personnel may apply for One-Day Passes at the Base Visitor Control Office to access an installation.

1.5.1.3.1 REGISTRATION FOR DBIDS

Registration for DBIDS is available at https://www.cnic.navy.mil/Operations-and-Management/Base-Support/DBIDS/. Procedure includes:

Present a letter or official award document (i.e. DD Form 1155 or SF 1442) from the Contracting Officer that provides the purpose for access to the Base Visitor Control Center representative.

Present valid identification, such as a passport or Real ID Act-compliant state driver's license.

Provide completed SECNAV FORM 5512/1 to the Base Visitor Control Center representative to obtain a background check. This form is available for download at https://www.cnic.navy.mil/Operations-and-Management/Base-Support/DBIDS/.

Upon successful completion of the background check, the Government will complete the DBIDS enrollment process, which includes Contractor employee photo, fingerprints, base restriction and several other assessments.

Upon successful completion of the enrollment process, the Contractor employee will be issued a DBIDS credential and will be allowed to proceed to worksite.

1.5.1.3.2 DBIDS ELIGIBILITY REQUIREMENTS

Throughout the length of the contract, the Contractor employee must continue to meet background screen standards. Periodic background screenings are conducted to verify continued DBIDS participation and installation access privileges. DBIDS access

privileges will be immediately suspended or revoked if at any time a Contractor employee becomes ineligible.

An adjudication process may be initiated when a background screen failure results in disqualification from participation in the DBIDS, and Contractor employee does not agree with the reason for disqualification. The Government is the final authority.

1.5.1.3.3 DBIDS NOTIFICATION REQUIREMENTS

Immediately report instances of lost or stolen badges to the Contracting Officer.

Immediately collect DBIDS credentials and notify the Contracting Officer in writing under the following circumstances:

An employee has departed the company without having properly returned or surrendered their DBIDS credentials.

There is a reasonable basis to conclude that an employee, or former employee, might pose a risk, compromise, or threat to the safety or security of the Installation or anyone therein.

1.5.1.3.4 ONE-DAY PASSES

Personnel applying for One-Day passes at the Base Visitor Control Office are subject to daily mandatory vehicle inspection and will have limited access to the installation. The Government is not responsible for any cost or lost time associated with obtaining daily passes or added vehicle inspections incurred by non-participants in the DBIDS.

1.5.1.4 NO SMOKING POLICY

Smoking is prohibited within and outside of all buildings on installation, except in designated smoking areas. This applies to existing buildings, buildings under construction and buildings under renovation. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. The Contracting Officer will identify designated smoking areas.

1.5.2 WORKING HOURS

Regular working hours shall consist of an 8 1/2 hour period normally between the hours of 7:00 am to 3:30 pm, Monday through Friday, excluding Government holidays.

1.5.3 WORK OUTSIDE REGULAR HOURS

Work outside regular working hours requires Contracting Officer approval. Make application 15 calendar days prior to such work to allow arrangements to be made by the Government for inspecting the work in progress, giving the specific dates, hours, location, type of work to be performed, contract number and project title. Based on the justification provided, the Contracting Officer may approve work outside regular hours. During periods of darkness, the different parts of the work must be lighted in a manner approved by the Contracting Officer. Make utility cutovers after normal working hours or on Saturdays, Sundays, and Government holidays unless directed otherwise.

1.5.4 EXCLUSIONARY PERIOD

No work must be performed during the period nights to weekends, inclusive, without prior written approval of the Contracting Officer. This period has not been considered in computing the time allowed for the performance of this contract.

1.5.5 OCCUPIED BUILDINGS

The Contractor shall be working in an existing building which are occupied. Do not enter the buildings without prior approval of the Contracting Officer.

The existing buildings and their contents must be kept secure at all times. Provide temporary closures as required to maintain security as directed by the Contracting Officer.

Relocate movable furniture, inventory, remove, store, and protect each piece of furniture in the building, and replace the furniture in their original locations upon completion of the work. Leave attached equipment in place, and protect them against damage, or temporarily disconnect, relocate, protect, and reinstall them at the completion of the work.

1.5.6 UTILITY CUTOVERS AND INTERRUPTIONS

Make utility cutovers and interruptions after normal working hours or on Saturdays, Sundays, and Government holidays. Conform to procedures required in the paragraph "Work Outside Regular Hours."

Ensure that new utility lines are complete, except for the connection, before interrupting existing service.

Interruption to water, sanitary sewer, storm sewer, telephone service, electric service, air conditioning, heating, fire alarm, and compressed air are considered utility cutovers pursuant to the paragraph entitled "Work Outside Regular Hours."

Operation of Station Utilities: The Contractor must not operate nor disturb the setting of control devices in the station utilities system, including water, sewer, electrical, and steam services. The Government will operate the control devices as required for normal conduct of the work. The Contractor must notify the Contracting Officer giving reasonable advance notice when such operation is required.

1.6 SECURITY REQUIREMENTS

1.6.1 STATION REGULATIONS

No employee or representative of the contractor will be admitted to the work site without an Identification Badge or is specifically authorized admittance to the work site by the FEAD, Facilities Engineering & Acquisition Division.

IMPORTANT NOTE: FEAD personnel (Construction Managers, Engineers/Architects, Engineering Technicians, Contract Specialists, or Contract Surveillance Representatives) will not receive, process, re-transmit or otherwise handle IN ANY WAY Personally Identifiable Information (PII) related to the badging process. Do NOT forward any of this information to the FEAD.

1.6.2 CONTRACTOR ACCESS TO MCAS CHERRY POINT AND OUTLYING AREAS

Documentation requirements for granting access to MCAS Cherry Point for commercial and contract employers and employees. This document is an aid in meeting ASO 5560.6B requirements and is not a substitute for the order.

The Pass & Identification Office at Building 251 will issue credentials to authorized contractors. Sub-Contractors and suppliers must coordinate through the Prime-Contractor.

Criminal Activity. In accordance with ASO 5560.6B, the below list of criminal activities within an applicant's record are considered not in the best interest of the Marine Corps and will be grounds for automatic denial of access aboard the Installation:

a. Conviction for espionage, sabotage, sedition, treason, terrorism, armed robbery, or murder.

b. Felony conviction for a firearms or explosives violation, regardless of the date of conviction.

c. Conviction of crimes encompassing sexual assault or rape.

d. Conviction of crime encompassing child molestation, or the possession or production of child pornography.

e. Conviction of trafficking in persons.

f. Conviction of drug possession with intent to sell or distribute.

g. Convicted of three or more misdemeanor violations, or attempted violations, within the previous 10 years of the following offenses:

(1) Sex crime
(2) Assault
(3) Larceny
(4) Drugs
(5) Weapons

Persons requesting access to MCAS Cherry Point will be denied access based on the following:

a. The individual is a registered sex offender.

b. The individual has an active arrest warrant from Federal, State, local, or other civil law enforcement authorities, regardless of offense or violation.

c. The individual has a felony conviction within the last 10 years, regardless of the offense or violation.

d. The individual's name appears on any Federal or State agency watch list for criminal behavior or terrorist activity.

e. The individual is debarred entry or access to a Marine Corps site, other DoD installations or facilities, or other Federal site or facility.

f. The individual engaged in acts or activities designed to overthrow the U.S. Government by force.

g. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

h. The individual is identified in the National Crime Information Center (NCIC) known suspected terrorist (KST) file, or the Terrorist Screening Database (TSDB) report as known to be, or suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity. If an individual is identified on the NCIC KST files or TSDB, the Provost Marshal's Office (PMO) will immediately call the NCIS Multiple Threat Alert Center (MTAC) for further coordination. The MTAC will coordinate with the Department of Justice or Federal Bureau of Investigation (FBI) and provide handling instructions to MCAS Cherry Point Police, Criminal Investigations Division (CID), or NCIS.

i. The individual is illegally present in the U.S.

j. The individual has knowingly submitted an employment questionnaire with false or fraudulent information.

k. The individual is a prisoner on a work-release program or currently on felony probation or parole.

l. The individual is pending any felony charge.

m. The individual has criminal arrest information that the site commander determines the person presents a threat to good order, discipline, or health and safety on the Marine Corps site.

n. Any reason the Installation Commander deems reasonable for good order and discipline.

1.6.3 STAGING AREA

The contractor staging area will be (PM to coordinate). Amount of material on site shall be kept to a minimum and shall only be material that is pertinent to the work currently being performed. All stockpiling of equipment and materials shall be closely coordinated with the Government and shall not disrupt activities at the site.

1.7 MINIMUM INSURANCE REQUIREMENTS

Provide the minimum insurance coverage required by FAR 28.307-2 Liability, during the entire period of performance under this contract. Provide other insurance coverage as required by North Carolina Law.

1.8 SUPERVISION

The complexity of this project will require one person to fill the roles of the Superintendent, Quality Control Manager, and Site Safety and Health Officer.

1.9 SUBMITTALS

The following items shall have submittals delivered to the COR for approval by the government prior to the commencement of site work.

PAINTING

PRODUCT DATA
Coating
Product Data Sheets

FLOORING

PRODUCT DATA
Vinyl Flooring
Resilient Base
Adhesives

SAMPLES
Vinyl Flooring
Resilient Base

WARRANTIES
Warranties

LIGHTING

PRODUCT DATA
Product Data Sheets

1.10 PLANNED OUTAGES AND SERVICE DISRUPTIONS

Planned outages and service disruptions are requested by the contractor for approval by the Government when necessary to facilitate and/or accomplish contract work. Affected services

include utilities (steam, water, wastewater, and electrical service), communications (telephone, network, industrial control systems, and fire/security alarm systems, fire protection equipment, infrastructure, and road closures. Disruption of these services cannot be allowed without written approval of the government.

The contractor is required to 1) request the outage in writing and 2) demonstrate sufficient contingency preparedness in the event that service cannot be restored due to a failure in accomplishment of contract work.

All outages require Contractor's written request fifteen (15) days prior to commencement of such work. The request shall be submitted to the COR with the date, time, duration, and scope of the outage.

As supporting documentation for the request, the contractor is require to submit a contingency plan for all reasonably foreseen risks related to the contractor's performance of the work that would impact disrupted services in excess of the approved outage. This plan must demonstrate the following at a minimum.

Understanding of key personnel and communications methods to include phone numbers.
Analysis of reasonable risks during the contract work that would impact disrupted services in excess of the approved outage.
An effective recovery plan to restore minimum essential services in the event of these risks materializing.
Requested government support.

The government will similarly produce risk-based contingency plans for restoration of essential services caused by reasonably foreseen factors that are not related to the performance of the contract. In these cases, the government may request the contractor make additional preparations to support essential and high risk services. Such requests are considered within the scope of this contract but will be priced and negotiated via modification as conditions warrant.

Approvals will be issued by the Public Works Officer or his/her designee and transmitted via the COR.

1.11 GOVERNMENTAL SAFETY REQUIREMENTS

Personal protective equipment (PPE) is governed in all areas by the nature of the work the employee is performing. Use personal

hearing protection at all times in designated noise hazardous locations or when performing noise hazardous tasks. Safety glasses must be worn or carried/available on each person. Mandatory PPE includes: hard hats, long pants, appropriate safety shoes, and appropriate class reflective vest.

Comply with the Safety and Health Requirements Manual (EM 385-1-1), NFPA 70, NFPA 70E, NFPA 241, the Accident Prevention Plan (APP), the Activity Hazard Analysis (AHA), Federal and State OSHA regulations, and other related submittals and activity fire and safety regulations. The most stringent standard prevails.

An APP in accordance with EM 385-1-1, Appendix A, is required.

An AHA in accordance with EM 385-1-1, Section 1, is required for each activity or task.

The contractor is responsible for any required permits.

1.12 EXECUTION

If during the course of the work, conditions are encountered which are not covered in the contract or are different from conditions that would be reasonably anticipated, the contractor shall immediately notify the Contracting Officer. If such conditions are hazardous or the continuation of work would cause a hazardous condition to develop, the contractor shall stop work and proceed as directed by the Contracting Officer as directed by provisions contained in other sections of this specification. This may include modifications to, or the development of a new, Health and Safety Plan for this project, and alternate or additional appropriate abatement procedures.

1.13 CLOSEOUT SUBMITTALS

1.13.1 SPARE PARTS DATA

Submit two copies of the Spare Parts Data list. 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.

1.13.2 WARRANTY MANAGEMENT PLAN

Develop a warranty management plan which contains information relevant to FAR 52.246-21 Warranty of Construction. Submit two sets of the warranty management plan. Include within the

warranty management plan all required actions and documents to assure that the Government receives all warranties to which it is entitled. The plan narrative 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. The term "status" as indicated below must include due date and whether item has been submitted or was accomplished. Assemble approved information in a binder and turn over to the Government upon acceptance of the work. The construction warranty period must begin on the date of project acceptance and continue for the full product warranty period. The warranty management plan must include, but is not limited to, the following:

a. Roles and responsibilities of 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. For each warranty, the name, address, telephone number, and email of each of the guarantor's representatives nearest to the project location.

c. A list and status of delivery of Certificates of Warranty for extended warranty items, including roofs, HVAC balancing, pumps, motors, transformers, and for commissioned systems, such as fire protection and alarm systems, sprinkler systems, and lightning protection systems.

d. As-Built Record of Equipment and Materials 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.

e. Procedure and status of tagging of equipment covered by extended warranties.

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

1.13.3 OPERATION & MAINTENANCE MANUALS

Provide four electronic copies of the Operation and Maintenance Manual files. Submit to the Contracting Officer for approval 30 days before the Beneficial Occupancy Date (BOD). Update and resubmit files for final approval at BOD.