01 00 00  GENERAL REQUIREMENTS

1. These Design and Construction Standards are maintained online at the UT Austin Project Management and Construction Services website, and are dated. Prior to beginning work on a project, verify you are using the most current edition.

2. Requirements for work may also be included in other University contract documents, including but not limited to the following. Coordinate with the UT Project Manager to gain access to these files as required.
   A. Vendor’s contract with UT Austin.
   B. 2005 Uniform General and Supplementary General Conditions for University of Texas System Building Construction Contracts, current version adopted by UT Austin.
   C. UT Austin Additional General Conditions.
   D. UT Austin Special Conditions (varies project to project; coordinate with the UT Project Manager).
   E. UT Construction Safety Program.

2. Work on the main Austin campus must adhere to the principles and guidelines established in the approved UT Austin Campus Master Plan.

3. The University promotes energy efficient sustainable design, construction and building operations. Design practices, materials specified and construction activities must follow the UT Austin Sustainability Policy and the United States Green Building Council's LEED (Leadership in Energy and Environmental Design) Green Building Rating System®, unless otherwise approved by the UT Project Manager.

4. The University implements a variety of project types, ranging from highly complex new construction to small interior renovation projects. Not all information provided here will apply to each project, depending on the specifics of the individual project. Coordinate questions regarding applicability of certain information in these Standards with the assigned UT Project Manager.

01 10 00  SUMMARY

01 11 00  SUMMARY OF THE WORK

01 11 13  Work Covered By Contract Documents

1. A general description of all elements of the project, including exterior work and any other related work, is required. This description, though brief, should be complete enough to indicate the full scope of work in each contract so that the prospective bidders can decide whether or not they wish to bid on the project. The use for which the project is being built should be explained. Some parts of this description can be copied from the Program Report.

01 11 16  Work By Owner

1. The University may perform Work related to the project. This could involve a variety of departments and/or activities.

2. UT will assign a Project Manager to each project, whose responsibility it is to coordinate the design and team.
3. Work with the UT Project Manager to identify and list University-performed work. Examples, but not an all-inclusive list, of University-performed work may include cabling through the Information Technology Services (ITS) group, certification of fume hoods and hazardous material testing and abatement through the Environmental Health & Safety (EHS) group, etc. All parties must coordinate and cooperate on the work related to the project.

4. If the University furnishes items to be installed by any of the contractors, list the items and briefly indicate the work required of each contractor. Do not give detailed installation instructions; save details for the applicable section of the specifications.

01 12 00 MULTIPLE CONTRACT SUMMARY

01 12 19 Contract Interface

1. If other work, outside the scope of contracts for this project, will be performed simultaneously with the work on this project, explain how contractors must cooperate with outside contractors and with the University to avoid interferences with each other’s work.

01 20 00 PRICE AND PAYMENT PROCEDURES

01 21 00 ALLOWANCES

1. Generally not used, unless specifically approved by UT Project Manager prior to issuance of documents.

01 22 00 UNIT PRICES

1. Review Unit Price items with UT Project Manager prior to issuance of documents. Unit Prices will typically be obtained for those items where quantities cannot be reliably identified prior to beginning construction. Describe Unit Price items adequately, referring to other specification sections and the drawings where applicable.

01 23 00 ALTERNATES

1. A limited number of alternates may be used as a means of ensuring base bids within the available construction funds. The Design Professional shall consult with the UT Project Manager regarding alternates. Additive alternates are preferred over deductive alternates.

2. Care must be exercised to coordinate Plumbing, HVAC and Electrical alternates with General Contract alternates and with each other. When possible, alternates that are contingent upon one another should be identified as such and adjacent in the numbering sequence.

01 25 00 SUBSTITUTION PROCEDURES

01 25 13 Product Substitution Procedures

1. It is preferred that any and all Substitution Requests be submitted during the bidding process, a minimum of one week prior to the bid due date.

2. UT Austin may consider Substitution Requests during the submittal phase.
3. Substitution Requests must include reference to the specification for the product and drawings. Contractor must assure the following, without which the PSP and UT Austin will not consider the request:
   A. The proposed substitution will perform equal to or better than the specified product.
   B. The proposed substituted product(s) will interface with other project elements and/or components in the same manner as the specified product.
   C. The proposed substitution will carry the same or better performance and product warranty as the specified product.
   D. The proposed substitution will not negatively impact the project schedule. Anticipated schedule savings should be identified.
   E. The proposed substitution will not negatively impact the project budget. Anticipated budget savings should be identified.

4. UT Austin will not consider Substitution Requests for convenience, or for lack of planning.

5. The PSP should review all Substitution Requests with the UT Project Manager before providing an official response to the proposer(s).

01 29 00 PAYMENT PROCEDURES

01 29 73 Schedule Of Values

1. Contractor must submit to UT Project Manager within seven days of Notice to Proceed, and prior to Preconstruction Meeting.

2. Must be approved by UT Project Manager before submission of first pay application.

3. Format
   A. Follow MasterFormat 2004 for organization and content.
   B. Level of detail should be commensurate with complexity of project.
   C. Provide separate line items for labor and materials.
   D. PSP and UT Project Manager must work with contractor to include specific sustainability requirements in the Schedule of Values. This may include, but is not limited to identifying specific quantities and costs for particular project components that are required for submission to sustainability organizations.

01 30 00 ADMINISTRATIVE REQUIREMENTS

01 31 00 PROJECT MANAGEMENT AND COORDINATION

01 31 19 Project Meetings

1. Project meetings shall be held to coordinate various parties for the project. At the beginning of construction for a given project, the overall team, including Owner, Contractor(s) and PSP shall identify potential issues or areas requiring careful coordination. The team shall establish Project Meetings to address these issues, with appropriate timing and stakeholders.

2. Invite applicable campus departments to the Preconstruction Meeting, including but not necessarily limited to: UT EHS Department, UT Zone Shops, UT Instrumentation & Controls, UT Facilities Services, etc. Coordinate with the UT Project Manager.
01 32 00  CONSTRUCTION PROGRESS DOCUMENTATION

01 32 13  Scheduling Of Work

1. Contractor must submit Project Schedule, indicating major milestones, to UT Project Manager within seven days of Notice to Proceed, and prior to Preconstruction Meeting.

2. Level of detail should be commensurate with complexity of project.

01 32 19  Submittals Schedule

1. The Contractor must prepare a Submittals Schedule for review at the Preconstruction Meeting. The schedule should typically follow MasterFormat, and must show all anticipated submittals, and the approximate timing for their submission, to the PSP for review.

2. The Submittals Schedule should show interrelated submittals, or products that are part of a larger component. Submittals for such products/components must be submitted together. The PSP will not review partial submittals.

01 32 33  Photographic Documentation

1. The PSP is requested to document construction progress with digital photographs, as appropriate for the scale and complexity of work being performed. Include work that will be concealed, problem areas, etc. Photographs are to be submitted electronically to the UT PMCS Project Manager each month, on a compact disc. Identify the project name and University project number, date the photograph was taken, and exact location (such as, “Footing for Column B-9”).

2. The Contractor must also document construction progress with digital photographs, as appropriate for the scale and complexity of work being performed. Photographs are to be submitted monthly to the Design Professional on a compact disc as a Submittal, concurrent with the monthly Application for Payment. The Submittal documentation must identify the project name and University project number, date the photograph was taken, and exact location (such as, “Footing for Column B-9”).

3. All photographs must be of a resolution approved by UT Austin.

01 33 00  SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

1. When directed by the UT Project Manager, submittals will be handled electronically.

2. In some instances, paper copies may be submitted and/or requested.

01 35 00  SPECIAL PROCEDURES

01 35 13.19  Special Project Procedures for Healthcare Facilities

1. Include the UT EHS Department when initiating projects for Healthcare facilities, and throughout project development as required. Coordinate with the UT Project Manager.
01 35 13.43 Special Project Procedures for Contaminated Sites

1. Prior to conducting any work at known contaminated sites, review scope and procedures with the UT EHS Department. Coordinate with the UT Project Manager.

01 35 23 Owner Safety Requirements

1. Follow procedures outlined in the UT Construction Safety Program.

01 35 29 Health, Safety, and Emergency Response Procedures, including for contaminated sites.

1. Review requirements with the UT EHS Department and identify requirements in the contract documents. Coordinate with the UT Project Manager.

01 35 43 Environmental Procedures

1. Review information regarding hazardous materials and requirements for safe handling with the UT EHS Department for information.
2. Refer to the University of Texas’ Additional General Conditions for more information.

01 35 53 Security Procedures

1. Review any particular security concerns during the construction period with the UT Project Manager and include appropriate information and/or procedures in the contract documents.

01 35 91 Existing Building Treatment Procedures

1. Although none of the UT Austin campus’ buildings are listed on the Register of Historic Places, many structures on the campus, particularly those on the “original 40 acres,” have significant meaning to the University. Care should be used when working on or in campus buildings with such significance, in order to protect the integrity of the building(s) and campus fabric.

2. The Design Professional must:
   A. Recognize the historic fabric of the campus, and maintain the integrity and coherence of design as outlined in the UT Austin Campus Master Plan.
      1) Special attention must be paid to those spaces identified in the A Catalog of Historic and Significant Campus Interiors on the campus.
      2) If you are working on a space that is not specifically identified in the A Catalog of Historic and Significant Campus Interiors but appears to have unique historic integrity, review with your UT Project Manager.
   B. Coordinate review procedures for exterior and/or interior renovation work with the UT Project Manager.
   C. Coordinate with the UT Project Manager to conduct any necessary Stakeholder review meetings and obtain feedback.
01 40 00 QUALITY REQUIREMENTS

1. General
   A. Many times, existing conditions outside the scope of a particular project have an impact on the project. Some examples include accessibility to the site, code compliant toilet rooms, etc., for which the University has the responsibility to correct. UT Austin expects its design and construction partners to make the University aware of issues outside the project scope that may have an impact on the project and/or its budget.
   B. UT Austin expects its design and construction partners to identify and make the University aware of any interaction required with jurisdictions other than the University. This may include project reviews, required inspections, etc.

01 42 00 REFERENCES

01 42 19 Reference Standards

1. UT Austin follows a range of Life Safety and Building Codes, regulations and other standards to assure its buildings and campus meet a certain level of safety and construction quality.

01 50 00 TEMPORARY FACILITIES AND CONTROLS

1. Access to Facilities
   A. The University of Texas at Austin is a publicly owned institution, whose function and facilities are dedicated to serving specific operations and programs. In general, UT Austin allows Contractor personnel to use facilities such as existing toilet, food service or other facilities. In some cases, however, the Contractor personnel may be barred from using such facilities. Coordinate with UT Project Manager.

2. Utility Shut-Downs
   A. Contractors must coordinate all utility shut-downs with the UT Project Manager and building users. All shut-downs must be scheduled at least 72 hours (three business days) in advance of the shut-down, and the UT Project Manager will notify all building occupants.

01 51 00 TEMPORARY UTILITIES

1. Contractors must coordinate all temporary utilities required for prosecution of the work with the UT Project Manager. Specifications must be written to stress this point. The PSP must determine the type and scope of each utility needed during the construction documents phase and provide specific direction in the specifications regarding the arrangement for such utilities. Where deemed appropriate by the UT Project Manager, the Contractor must provide a Site Logistics Plan to inform all parties of intended site needs and usage.

2. Utility Company Installations
   A. Plans for running temporary lines through University property must be reviewed by the PSP in coordination with the UT Project Manager.

3. Connections to Existing Utilities
   A. If connections to University utilities are anticipated, the PSP needs to obtain drawings of existing utilities and consult with the UT Project Manager regarding services available and points of
connections to services. The specifications must provide instructions to the contractor(s) to make requests for these services through the UT Project Manager, who will provide contacts and/or any forms required.

4. Lay-Down Areas  
   A. For small renovation projects, provisions must be approved by the UT Project Manager.

5. Parking  
   A. Parking for Contractors on campus is limited. Provisions for parking will be coordinated with the UT Project Manager.

6. Cost  
   A. The University will provide temporary utility services at no cost to the Contractor, unless directed otherwise by the UT Project Manager. Specifications must clearly identify each contractor’s responsibility for the installation of service lines, whether services are furnished by the utility company or by the University.

01 56 00 TEMPORARY BARRIERS AND ENCLOSURES

01 56 13 Temporary Dust Barriers

1. Review scope and methodology with the UT EHS Department. Coordinate with the UT Project Manager.
2. Prevent dust, fumes and odors from entering occupied areas.
3. Maintain dust partitions during the Work.
4. Perform daily and final construction cleanup using approved HEPA-filter equipped vacuum equipment.

01 56 19 Temporary Noise Barriers

1. Comply with requirements established by the UT EHS Department.

01 57 00 TEMPORARY CONTROLS

01 57 13 Temporary Erosion and Sediment Control

1. Comply with regulatory requirements and those established by the UT EHS Department. Coordinate with the UT Project Manager.

01 57 19 Temporary Environmental Controls

1. Provide protection, operate temporary facilities and conduct construction as required to comply with the environmental regulations and requirements established by the UT EHS Department. Coordinate with the UT Project Manager.

01 57 23 Temporary Storm Water Pollution Control

1. Comply with requirements of authorities having jurisdiction and requirements established by the UT EHS Department. Coordinate with the UT Project Manager.
01 60 00 PRODUCT REQUIREMENTS

01 61 00 COMMON PRODUCT REQUIREMENTS

01 61 13 Software Licensing Requirement

1. Where specific software is required on a project, such as with fire alarm systems, the PSP must coordinate with the UT Project Manager, and describe specific software requirements in the specifications.

01 66 00 PRODUCT STORAGE AND HANDLING REQUIREMENTS

1. Follow the UT EHS Department’s requirements for storage and handling of hazardous and/or toxic materials. Coordinate with the UT Project Manager.

01 70 00 EXECUTION AND CLOSEOUT REQUIREMENTS

01 74 00 CLEANING AND WASTE MANAGEMENT

01 74 19 Construction Waste Management and Disposal

1. In support of UT Austin’s commitment to sustainability, the PSP should identify a goal for construction partners to divert at least 50% of all non hazardous materials.

2. Follow requirements set forth by the UT EHS Department for disposal of hazardous waste.

01 77 00 CLOSEOUT PROCEDURES

01 77 19 Closeout Requirements

1. The PSP must outline the Contractor’s participation requirements for pursuit of environmentally sustainable project recognition, such as submission for a U.S. Green Building Council LEED certification. This information must be submitted to the PSP before final payment can be approved.

2. The PSP must outline the Contractor’s obligation for ongoing future participation in sustainable project certification after the project is closed out (such as the 5-year Post Occupancy Evaluation), and gain Contractor’s agreement in writing to take part as required.

01 79 00 OPERATIONS AND MAINTENANCE

1. The Contractor must provide a written certification that no asbestos-containing materials have been incorporated into the construction, whether the construction is new or a renovation. Reference the University of Texas construction contract, including Additional General Conditions, Supplemental Conditions and Special Conditions where applicable.

01 79 00 DEMONSTRATION AND TRAINING

1. The Contractor must coordinate with the UT Project Manager to demonstrate the operation of equipment and train University staff in ongoing maintenance. The number of training modules and quantity of training sessions, including providing video-recorded information, may vary from project to project.
01 80 00 PERFORMANCE REQUIREMENTS

01 81 00 FACILITY PERFORMANCE REQUIREMENTS

1. The University promotes energy efficient sustainable design, construction and building operations. Whenever possible, design practices, materials specified and construction activities must follow the UT Austin Sustainability Policy and the United States Green Building Council’s LEED (Leadership in Energy and Environmental Design) Green Building Rating System®.

2. All new and major renovation projects, whether designed and constructed under the guidance of the UT System or the UT Austin Campus staff, must comply with the Energy Conservation Design Standard for New State Buildings, as issued by the State Energy Conservation Office (SECO). “Major Renovation” refers to projects of a certain level of complexity, a variety of different systems and components being installed, or other criteria as set by the University. The PSP must review with the UT Project Manager, and submit certifications and the project to SECO as required.

3. For new projects, consider building siting to take advantage of natural light, wind, shade, utility performance and other similar natural qualities.

4. Maximize energy efficiency for all new and major renovation projects.

5. Maximize Indoor Air Quality for all new and major renovation projects.

01 82 00 FACILITY SUBSTRUCTURE PERFORMANCE REQUIREMENTS

1. UT may desire to capture/recover groundwater. Coordinate subsurface drainage requirements with the UT Project Manager.

01 83 00 FACILITY SHELL PERFORMANCE REQUIREMENTS

01 83 13 Superstructure Performance Requirements

1. Consider vibration requirements for building use and type.
   A. Critical criteria when designing structural system(s) to support equipment and/or machinery:
      1) The Design Resonant Speed (that speed which corresponds to the natural frequency of the spring-mass system consisting of the rotating components, bearing, lubrication, bearing housing and support pedestal of a fan system; the foundation is assumed to be infinitely rigid.) must be greater than, and preferably a minimum of 25% above, its Maximum Operating Speed, to avoid resonance.
      2) Fan RPM values must not exceed 1,000 RPM without UT Project Manager approval.
      3) Fan factory balancing must be accomplished such that direct drive fan bearing motions (inboard and outboard) do not exceed 0.80 mils peak-to-peak in any direction when measured in the “Filter In” mode at any operating speed; and 1.0 mils peak-to-peak for all other fans (belt-driven, FRP, etc.). On-site fan balancing will be required if the operational direct drive fan bearing motions (inboard and outboard) exceed 120 mils peak-to-peak in any direction, when measured in the “Filter Out” mode at any operating speed; and 1.5 mils peak-to-peak for all other fans. The vibration measurement system utilized must have a flat response down to 120 RPM.
      4) Velocity or acceleration vibration measurements are not acceptable.
5) Fan and air handler support structures must be capable of providing a direct transfer of unbalanced forces generated by the fan(s) and motor(s) to the supporting structural floor system. In that regard, floor member structural properties and connections must be given careful consideration.

B. Multi-story laboratory or laboratory-office buildings must meet vibration and structural dynamics criteria for Foot Traffic Impulse Excitation.

1) Provide calculations to validate proposed floor systems meet static stiffness values identified below. Cited values are floor Total Vibratory Motion, not just components of the motion. Total Vibratory Motion must be indicated by a plot of time versus structural motion.
   a. Office Areas: 1000 micro-inches, peak-to-peak, maximum total motion (vertical).
   b. General Laboratory Areas: 300 micro-inches, peak-to-peak, maximum total motion (vertical).
   c. Electron Microscopes and more sensitive equipment: 100 micro-inches, peak-to-peak, maximum total motion (vertical).

2) Above-cited criteria can typically be met by floor system designs that have the following center bay, minimum, static stiffnesses (vertical). Supply calculations to validate the cited stiffness is provided.
   a. 100,000 pounds/inch
   b. 400,000 pounds/inch
   c. 1,000,000 pounds/inch

2. Where appropriate, design for maximum flexibility as related to building size and function.

3. Use criteria set forth in The University of Texas at Austin’s Structural Criteria appendix for superstructure design.

01 83 16 Exterior Enclosure Performance Requirements

1. Design wall assembly to maximize thermal resistance. New exterior enclosure walls should be designed to a minimum R value of 25.

2. Prefer insulated metal panels over wood panels.

3. Exterior Insulation Finishing Systems (EIFS) are prohibited.

4. Glass
   A. Prefer minimal reflectance.
   B. Use low-e coating.
   C. Consider maintenance characteristics and acoustic performance when specifying glass.

5. Design floor assemblies over unconditioned space to provide a minimum R value of 25.

01 83 19 Roofing Performance Requirements

1. Consider context and relationship to other buildings in the vicinity.

2. Use clay tile roof where called for in the UT Austin Campus Master Plan.

3. Design roof assemblies to maximize thermal resistance. New roofs, whether flat or low-slope, or clay tile, should be designed to a minimum R value of 25.
4. Any renovation work impacting an existing roof must be constructed in such a way as to maintain the existing roof warranty, where applicable.

01 84 00 INTERIORS PERFORMANCE REQUIREMENTS

01 84 13 Interior Construction Performance Requirements

1. All new and major renovation projects must incorporate a Lactation/Quiet Room, meeting the requirements established by the UT Austin Human Resource Services department. Coordinate location with the UT Project Manager.

2. All new and major renovation projects must incorporate a Unisex Gender Neutral Toilet Room that also meets accessibility requirements set forth in the current adopted version of the Americans with Disabilities Act and Texas Accessibility Standards. Coordinate location with the UT Project Manager.

3. All new and major renovation projects must incorporate a Mail Room(s). Coordinate quantity, size and location with the UT Project Manager.

01 90 00 LIFE CYCLE ACTIVITIES

01 91 00 FACILITIES COMMISSIONING

01 91 13 General Commissioning Requirements (for projects managed by UT Austin Campus staff (“CP” projects)

1. General
   A. Commissioning is performed to ensure a facility functions as intended by the contract documents. Commissioning requires cooperation and direct involvement by all parties throughout the construction process. Participate in commissioning activities in coordination with UT staff and Commissioning Authority.
   B. Develop Project Description for each project to be commissioned.
      1) Commissioning Services will not apply to all projects, particularly those with limited scope (i.e., carpet replacement). However, where these services do apply, they are to be performed according to this guideline.
      a. The UT System has specific commissioning requirements for projects managed by the Office of Facilities Planning & Construction (OFPC) that may vary from this UT Austin campus standard. If a project is being managed by the UT OFPC, coordinate commissioning requirements with the UT OFPC Project Manager.
      2) Basic Commissioning is a Pre-Requisite for all projects pursuing LEED® Certification. Reference UT Austin’s Sustainability Policy for more information.
      3) When required, participate in development of Owner’s Project Requirements (OPR) with the overall project team, to identify and document the overall scope of the project. An OPR is typically developed for any campus-managed project that requires approval by the UT Board of Regents. When an OPR is not required for a project, assist the UT Project Manager in defining the project scope, to identify and document project requirements.
      4) Aid in development and maintenance of a Basis of Design (BoD) document as the project proceeds, providing input when requested by the Commissioning Authority. If a BoD is not required for a project, confirm the design meets the project scope document at each required submittal phase.
C. In conjunction with the UT Project Manager and UT Commissioning Authority, use the UT Commissioning Decision Matrix to determine Commissioning Risk and Commissioning Complexity Levels, and to establish the required Commissioning Level to implement for the project. This Decision Matrix assists in determining the type of Commissioning Services to be provided, and by whom.

1) Commissioning Level 1 is typically performed by a 3rd Party Commissioning Authority, for projects with high risk and high complexity.
2) Commissioning Level 2 is typically performed by the Contractor, with a 3rd Party Commissioning Authority’s oversight. This level typically occurs with projects of medium complexity and/or risk, and may include projects such as classrooms and/or office space.
3) Commissioning Level 3 is typically performed by the Contractor, for projects with low complexity and/or risk.
4) Commissioning Level 4 is typically performed by in-house staff from the UT Facilities Services Group, for minor renovation work.

2. Commissioning Activities - performed and/or coordinated by the Commissioning Authority

A. The Commissioning Authority can vary depending on the nature, scope and complexity of the project, whether the project is Campus-funded or System-funded, and the commissioning effort required. Commissioning may be:

1) UT Project Manager-led
2) UT Facilities Services-led
3) Contractor-led
4) 3rd Party-led, which is preferred to be independent of the Design firm.
5) Campus groups may have commissioning oversight. For instance, the Fire Safety Systems Shop (FSSS) provides oversight, with the UT Project Manager, for 3rd party testing.

B. Develop a Commissioning Plan and schedule, including a Responsibility Matrix.

C. The Commissioning Authority will coordinate completion of the following items:

1) Provide a complete list of contractor, major manufacturer, and major supplier contact information for inclusion in the Commissioning Manual.
2) Obtain a copy of the installation manual for all systems or equipment (typically by Contractor).
3) Establish the order, timing, and duration of the commissioning activities in conjunction with the construction schedule, for inclusion on the Master Project Schedule.
4) Develop and maintain an all-inclusive Commissioning Manual (or manuals) and keep it up-to-date. UT Facilities Services has examples for format, or also reference the US Green Building Council for examples and/or requirements.
5) Attend regularly scheduled Commissioning Team Meetings, as well as those in preparation for the testing. Maintain an Issues Log to confirm that identified deficiencies are being addressed and resolved. UT Facilities Services has examples for format, or also reference the US Green Building Council for examples and/or requirements.
6) Review shop drawings for systems and equipment being commissioned, to be sure equipment being provided matches those called for in the construction documents.
7) Develop testing plans to confirm equipment is operational and systems are working as designed and according to the appropriate sequence of operations.
8) According to agreed-upon/contracted scope of work, witness equipment and system testing, including pre-functional, functional and integrated systems testing. Document any items requiring follow-up in the Issues Log. Maintain attendance and sign-off logs and include in Commissioning Manual.
9) Document training requirements and confirm that Contractor coordinates Owner training.
10) Collate project record documents relating to Commissioning activities and turn over to owner at conclusion of project.
a. Commissioning Manual(s), also known as “C&C Manual(s)”, including all information
gathered as part of the Commissioning process. This manual is maintained by the
Contractor and reviewed by the Commissioning Authority.
b. Review Owner’s Operation & Maintenance Manual(s) and all contract documents.

11) Participate in a “Lessons Learned” discussion with the Owner to highlight processes that went
smoothly and recommend adjustments that might improve the process.

D. Confirm that Contractor has submitted complete and accurate Equipment Add/Delete forms to the UT
Project Manager, using either University-standard forms that are available from the UT Project
Manager, or project-specific forms.

E. For new construction and major renovation projects, or as identified by the UT Project Manager,
projects are to be re-commissioned after the building is fully occupied, preferably in the 10th or 11th
month after Substantial Completion and near the end of the Warranty Period. This will identify any
repairs requiring attention prior to expiration of the warranty period. The party(ies) performing this
re-commissioning process will depend upon contracted scope for 3rd party commissioning services;
this effort may be carried out by the UT Facilities Services group.

01 94 00  FACILITY DECOMMISSIONING

1. Coordinate Decommissioning requirements with the UT EHS Department and the UT Project Manager.