

01 78 23.16 – Maintenance Data

1. General

- A. Maintenance and operating manual information shall be organized into suitable sets of manageable size and bound into individual binders, properly identified and indexed (thumb tabbed). Emergency instructions, spare parts listing, copies of warranties, wiring diagrams, recommended turn around cycles, inspection procedures, shop drawings, product data and similar applicable information shall be included. Each manual of each set shall be bound in a heavy duty 2 inch, 3-ring vinyl-covered binder and pocket folders shall be included for folded sheet information. Identification shall be marked on both front and spine of each binder.
 - 1. Each manual shall include a Table of Contents and will be tabbed accordingly. The Contractor is encouraged to submit manuals as early as possible after submittals are approved. No more than 90 percent of the total value of the contract will be paid out until all manuals have been submitted and approved by the Architect/Engineer and Owner. Six (6) manuals are required.