	Title: YALE OFFICE OF FACILITIES PROCEDURE MANUAL Chapter: 01 – Construction Waste Management Division: 01 78 23 Operation and Maintenance Data	Section: 01 78 23 Requirements for Division 1
		Date: September 2025
		Author: Program Support & Technical Services

## SECTION 01 78 23 – OPERATION AND MAINTENANCE DATA [AUGUST 2025]

[Note: the “Architect” is REQUIRED TO review and incorporate to the maximum extent possible the requirements in this section. any deviations from owner’s division 1 requirements should be identified AND NOTED to yale, as required by the signed A-10, “professional services agreement between owner and architect”, at exhibit a, “project conditions”, paragraph 2.2.4.6(b). The architect is further required to validate any code, standard OR REFERENCE herein and to update to THE LATEST issuance of such. any portions of this section included within brackets “[ ]” SHOULD be reviewed for verification of choices contained therein. further, in the preparation and editing of this section, the architect is required TO COORDINATE and cross reference the architect’s project specific design deliverables, including but not limited to: drawings, specifications, calculations and basis of design.]

### PART 1 - GENERAL

#### 1.1 SUMMARY


- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals.
- B. Related Requirements:
  - 1. [Section 013300 "Submittal Procedures"] for submitting copies of submittals for operation and maintenance manuals.
  - 2. [Section 019113 "General Commissioning Requirements"] for verification and compilation of data into operation and maintenance manuals.

#### 1.2 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

#### 1.3 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
  - 1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
  - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals and supporting documentation in the “Project Documentation Turnover Guideline” format defined herein. Reference Yale Standard, Project Documentation Turnover Guideline for additional details and requirements.
  - 1. Submit on digital media acceptable to Architect. Enable reviewer comments on draft submittals.

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2. Submittals shall include the following Items [Architect to edit]:

Item Number	Description [Architect to edit Descriptions for compliance with current version of Yale A-10 and CM-10 applicable at time of preparation]	Responsible	[Cross Reference Specification Section for Additional Requirements; Architect to edit and provide project specific cross references and review for applicability based on project scope]
0	Transmittal	Architect	Not Applicable
1	Record Drawings <ul style="list-style-type: none"> <li>• Autocad Drawing Files</li> <li>• Adobe PDF Files</li> <li>• Autocad Assignment Plan Files</li> <li>• Table of Contents Excel File</li> </ul>	Architect	[Cross Reference goes here]
2	Subsurface Utilities Affected	Architect	[Cross Reference goes here]
3	Record Specifications	Architect	[Cross Reference goes here]
4	Final Basis of Design	Architect	[Cross Reference goes here]
5	Warranty Information	Architect	[Cross Reference goes here]
6	Pre Final and Final Testing and Balancing Reports	Architect	[Cross Reference goes here]
7	Final Commissioning Report	Cx Provider	[Cross Reference goes here]
8	Operation & Maintenance Information <ul style="list-style-type: none"> <li>• Asset Documentation</li> <li>• Asset Data Matrix</li> <li>• Operation &amp; Maintenance Manuals</li> </ul>	Construction Management Firm	[Cross Reference goes here]



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9	BIM Model [REVIT Model if applicable at time of submission]	Construction Management Firm	[Cross Reference goes here]
10	Contractor As-Built (“Record”) Drawings	Construction Management Firm	[Cross Reference goes here]
11	Controls Documentation	Construction Management Firm	[Cross Reference goes here]
12	Spare Parts List	Construction Management Firm	[Cross Reference goes here]
13	ARC Flash Coordination Study	Construction Management Firm	[Cross Reference goes here]
14	Mechanical / Electrical Schedules & One Line Diagrams	Construction Management Firm	[Cross Reference goes here]
15	Post-Certificate of Occupancy Form	Construction Management Firm	[Cross Reference goes here]
16	Training Documentation	Construction Management Firm	[Cross Reference goes here]
17	Project Photos	Construction Management Firm	[Cross Reference goes here]
18	Permits, Inspections, Signoffs	Construction Management Firm	[Cross Reference goes here]
19	Certificate of Completion	Construction Management Firm	[Cross Reference goes here]

- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect and Commissioning Authority will comment on whether the general scope and content of manual are acceptable.

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- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least [Insert number days] before commencing demonstration and training. Architect will return a copy with comments.
  - 1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.
- E. Comply with [Section 017700 "Closeout Procedures"] for the schedule for submitting operation and maintenance documentation.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION**