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SECTION 01-32-00 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY


- A. Schedules shall be used for the purpose of planning, monitoring and evaluating all issues related to completing the Services and/or Work associated with a Design or Construction Milestone (hereinafter “Milestone”) as required by Agreements between the Owner and Architect; and the Owner and Construction Manager. Specification section includes administrative and procedural requirements for documenting the progress of the project from Pre-Construction through Project Closeout and Final Completion, including but not limited to the following:

1. Preconstruction schedule
2. Contractor's Project Milestone Construction schedule.
3. Contractor's Preliminary Schedule
4. Construction CPM schedule updating reports.
5. Daily construction reports.
6. Quality Control Reports
7. Material location reports.
8. Site condition reports.
9. Special reports.
10. Utility As-Built Mapping of existing and new conditions
11. Building Management System Controls Documentation

This Specification section contains the minimum requirements related to the preparation, submittal and maintenance of the Project Schedule, the reporting of the schedule and project information and provide the Owner the ability to manage the project. The Architect shall update the Design schedule on a monthly basis and submitted with their Application for Payment of Services. Construction Manager shall update the project schedule starting in preconstruction, through the GMP and through Final Completion of the project. The submission of the schedules will reflect actual progress of the Services and Work and the current plan for the timely completion of the Services of Work.

- B. Related Requirements:


1. Division 01 Section 01 43 00 Quality Assurance for submitting schedules and reports.
2. Division 01 Section 01 45 00 Quality Control for submitting schedules and reports.
3. Division 01 Section 01 45 29 Testing Laboratories Services

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4. Div 01 Section 01 91 00 General Commissioning Requirements

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
 2. Predecessor Activity: An activity that precedes another activity in the network.
 3. Successor Activity: An activity that follows another activity in the network.
 4. Float and Total Float: The amount of time that a task in a project network can be delayed
- B. Cost Loading: The allocation of the schedule of values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum unless otherwise approved by Owner.
1. Yale shall require Cost Loaded Schedules on projects based on size and complexity and will notify the Construction Manager/Contractor prior to the Execution of the GMP.
- C. Manpower Loading: The allocation of manpower estimated to complete an activity in the time frame scheduled.
1. Yale shall require Man Loaded Schedules on projects based on size and complexity and will notify the Construction Manager/Contractor prior to the Execution of the GMP.
- D. Milestone: An action or event marking a significant stage or stages in the life of a construction project. The Project Team, Owner, AOR, CM shall develop a list of milestones, however Mandatory milestones include but not limited to (where applicable):
1. Pre-Construction:
 - a. Projected Start and Completion dates from Schematic Design (SD) through Construction Documents (CD's).
 - b. City Planning Review
 - c. Yale Required Funding Approval Cycle
 - d. Execution of the GMP
 2. Construction:
 - a. Projected start date as represented within the Notice to Proceed.
 - b. Pre-Construction Meeting
 - c. Structure Complete
 - d. Building Weather Tight
 - e. Permanent Power

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- f. Network Live
- g. Start Functional Testing
- h. Complete Building Envelope Commissioning
- 3. Closeout
 - a. Development and Execution of Punchlist
 - b. Testing telecommunications, connections & terminations
 - c. Commissioning of Systems complete
 - d. Commissioning of Envelope complete
 - e. Final Cleaning complete
 - f. Owner Training complete
 - g. Operation & Maintenance Manual and Warranties submission and acceptance
 - h. Final Certificate of Occupancy
 - i. Demobilization
 - j. Substantial Completion

E. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.

- 1. List of Milestones linked by predecessors and successors without detailed activities needing to be performed within each milestone, does not meet the Contractor’s CPM Schedule requirements.

F. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.


G. Event: The starting or ending point of an activity.

H. Float: The amount of time that an activity in the Schedule can be delayed without causing a delay to a subsequent activity (Free Float) or a Milestone (Total Float). Total Float is measured by subtracting the latest date an activity can be completed without such delay (“Late Finish”) from the earliest date the activity can be finished (“Early Finish”), considering progress on precedent work on a given date and assuming adequate resources. Float is not for the exclusive use or benefit of any member of the Project Team but benefits the project as a whole.

I. Total Float: The difference (in days) between the maximum time available within which to perform an activity and the duration of an activity. It represents the time by which an activity may be delayed or lengthened without impacting the Time for Completion or the Contract Completion Date.

J. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

K. Building Management System Occupancy Schedule Data Matrix: An excel spreadsheet created and distributed by Yale and used by the project Construction Team to organize all building system occupancy schedules and details for transfer to Yale Facility Operations. The excel spreadsheet is located on the [Contractors and Consultants | Office of Facilities](#) website.


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1.4 SCHEDULER


- A. **Qualifications:** The Construction Manager shall employ or retain the services of an individual skilled in the preparation and maintenance of Critical Path Method (CPM) Schedules (the “Scheduler”). The Scheduler shall have at least five (5) years of verifiable experience as the person primarily responsible for preparing and maintaining detailed project schedules on projects of similar size and complexity as the Project.
- B. **Submission:** Within five (5) days after execution of the Pre-Construction, Design Build Contract or General Construction contract, the Construction Manager/Contractor shall submit the following for the Owner to review and approve.
1. Identification, qualifications and experience of the Scheduler and all other persons who will be assisting the Scheduler.
 2. Provide a list of not less than two (2) previous projects on which the Scheduler has provide services similar **in both size and complexity** to those required by this section.
 3. Scheduler shall attend all monthly schedule review meetings and shall at a minimum review the work in the field at least once a month.
 4. Should the Scheduler resign or be discharged from the employ of the Construction Manager/Contractor, or should the Owner request the Schedulers removal, qualifications of a proposed replacement shall be submitted within ten (10) days.

1.5 PRODUCT & INFORMATIONAL SUBMITTALS

- A. **Format for Submittals:** Submit required schedule submittals in the following format:
1. The Construction Manager shall prepare and submit all Schedules in Primavera P6 Professional Project Management Software version 8.3 or newer by Oracle.
 2. Each electronic schedule file (XER) and print out shall have a unique file name. File names shall be formatted to include update number and revision number.
 3. Activities shall be organized into a work breakdown structure (WBS) and Activity IDs shall be assigned in a manner that enables easy identification of work type, location, Phase, etc. The ID of an existing activity shall not be modified. Once an activity name has been assigned an ID that description can not be changed. If the scope of work within the activity must change significantly, a new activity must be created with a new ID and description.
- B. **SCHEDULES:**
1. **Contractor’s project specific Preliminary Schedule:**
The Contractor shall submit within 20 days of contract execution and notice to proceed or at the time of the pre-construction meeting whichever comes first, their Preliminary Schedule.


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- a. The Contractor’s specific Preliminary Schedule is an expanded schedule from that of a milestone schedule which details all activities associated with the work, long lead items, submittal schedule, critical utility shutdowns, no work days, holidays, Yale Academic Schedule, etc. The Contractor’s Preliminary Schedule represents the Contractor’s plan for achieving the contractual completion of the project and clearly shows the critical path of the work. Updates to and the submission of the Contractor’s Preliminary Schedule to the Owner shall not represent acceptance by the Owner.
- 1) The Construction Manager/Contractor shall include all Design Milestones, City Planning, Permitting and other tasks that are a risk to the Project Design as required or dictated by Design Team or Yale.
 - 2) A Schedule submitted with just milestones linked without detailed activities that will be performed within each milestone, does not meet the requirement of a CPM Schedule.
 - 3) The imposition of a date constraint on any activity shall be permitted only where the Construction Manager/Contractor first demonstrates the need for the constraint to the satisfaction to the Owner. Mandatory Start and Mandatory Finish constraints shall not be allowed.
 - 4) The planning unit shall be days. All union holidays, non-working days and the Yale Academic Calendar shall be incorporated into the Project Schedule.
 - 5) The Construction Manager/Contractor shall review and modify, if necessary, all logic relationships in the Schedule updates to eliminate any out-of-sequenced logic. Whenever practical the Schedule logic shall have Finish to Start (F-S) logical ties to avoid the use of lags. All activities with a Start to Start (S-S) logical tie shall have a Finish to Finish (F-F) logical tie associated to it.
 - 6) Include a detailed project specific Telecommunications schedule outlining all tasks and phases in the installation not limited to; submittal submissions/reviews, phasing of installation of pathways, wiring, equipment installation, terminations, labeling, scheduled installation of HVAC and finishes for all telecommunications rooms and final cleaning.
 - 7) Include a detailed project specific Audio-Visual schedule outlining all tasks and phases in the installation not limited to; submittal submissions/reviews, phasing of installation of pathways, wiring, equipment installation, terminations, labeling, scheduled installation of HVAC for all telecommunications rooms and final cleaning.
 - a) All work associated with telecommunications and audio visual must be complete a minimum of 45 calendar days prior to substantial completion for Owner use. Schedule must clearly reflect such completion dates.
 - 8) Include a detailed project specific Mechanical Rooms(s) schedule outlining all tasks and phases in the installation for EACH Mechanical Room. Include separate tasks for the shell, flooring, each type of equipment, piping and ductwork, equipment pads,

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insulation, controls, Fire Suppression systems, electrical panels and connections and final cleaning. Include BMS tie-in and activation with Yale Central Station.


- b. Should the Contractor or Construction Manager fail to submit a project specific Preliminary Schedule within timetable outlined and/or required updates to the Schedule, the Owner may choose to hire an independent third-party scheduler to establish and maintain the accepted Schedule for the duration of the project and all costs will be borne by the Construction Manager/Contractor.
 - 1) Contractor shall provide input and adhere to the established Schedule for the duration of the contract managed by the third-party supplier regardless of whether the Schedule was developed by the Contractor or Construction Manager.
 - 2) Should the Owner determine not pursue an independent third-party such decision shall not relieve the Contractor or Construction Manager of their responsibilities under the contract documents. Any and all costs associated with forensic investigation and reconstruction of a Schedule after the fact shall be borne by the Contractor or Construction Manager outside of liquidated damages or claims.
2. Base Line Schedule:
- a. The proposed Baseline Schedule shall incorporate the Construction Managers/Contractor’s latest schedule submitted with the Executed Contract. The Baseline Schedule upon execution of the Guaranteed Maximum Price (GMP) shall become the “Project Schedule”.
 - b. The Construction Manager/Contractor shall require that all Subcontractors include a detailed Schedule of their work along with their Bid. This detailed breakdown must fall within the timeframes allotted by the Construction Manager/Contractor as indicated in the Bid Documents and within the Project Schedule.
3. Recovery Schedule:
- a. A recovery schedule shall be provided if there is a Milestone that is delayed. A schedule submitted with a Milestone Delay shall not be accepted by the Owner unless there is an executed Change Order describing the delay and approved by the Owner. All costs for development and distribution of the Recovery Schedule shall be borne by the CM/Contractor. Provide a recovery schedule separate from the updated Schedule. Failure to submit the Recovery Schedule may result in delay of the Progress Payment for that particular month.
 - b. The Construction Manager/Contractor shall not submit a schedule update with “Project Impact Section (or similar in nature). Any Impact will only be allowed unless there is an executed Change Order.
 - c. Recovery Schedules presented to the Owner shall include an examination of all uncompleted activities on the Critical or Near Critical path to such Milestone for changes in scope, duration or logic and for the feasibility of performing in parallel portions of the

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Work then scheduled sequentially.


C. JUSTIFICATION FOR DELAYS TO MILESTONES

1. No Delay shall be inserted into the Project Schedule without an Executed Change Order altering the date of Substantial Completion.
2. Requirements: Each time the Construction Manager submits a NOC as the result of an event that it believes may delay a Milestone, the Construction Manager shall perform and submit a “Time Impact Analysis (TIA)” in support of such request for the delay, or request for funds to mitigate the delay so that no delay will occur. Each TIA shall be performed on a copy of a Schedule that is the most recently accepted schedule update. The Schedule update for each month shall be revised to include all changes to activities and logical ties included in the TIAs for that month.
 - a. Information Included: Each TIA shall include:
 - 1) The corresponding Executed Change Order number.
 - 2) New activities, revised logic and durations associated with the delay.
 - b. When a delay causes a suspension in an activity, the activity receives an actual finish date of the date the event occurs. An activity representing the duration of the event is added as a successor with a finish to start (FS) relationship. The remaining duration of the original activity is added as a successor to the event activity with an FS relationship and has the same successor logic ties as the original activity.
 - c. When a delay causes a loss of productivity in an activity, a new activity must be added to the end of the original activity with an FS relationship, original duration equal to the anticipated extension of time and with the same successors as the original activity. This new activity is called “delayed” followed by the description of the original activity. Progress the original activity to an Actual finish, which makes the actual duration equal to the original duration. Then, make the actual start of the extension activity the next day, and progress it to the actual completion of the work.
 - d. A Narrative explaining the nature of the cause(s) of the delay, the date(s) on which the delay began and ended (as known and projected), the number of day(s) of delay attributable to each such cause(s) and the impact of such delay upon the Schedule,
 - e. An electronic copy (XER file) of the impacted Schedule.
 - f. For a request based on severe weather, submit Historical Average data from the National Weather Service (NOAA), Tweed New Haven Airport showing that such weather was abnormal for the area and period of time in question and was not reasonably foreseeable.
 - g. Such other supporting data that the Owner may reasonably request.

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1.6 CONSTRUCTION MANAGER/CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for the Notice to Proceed to the date required for Substantial Completion.
1. Anticipated Notice to Proceed date: No work shall begin until the project schedule is submitted and approved by Yale. Should the time anticipated for the project start date be exceeded due to Contractor's failure to provide accurate timely documents and/or availability to fully execute the contract, Contractor shall not be entitled to an extension to the date outlined for Substantial Completion.
 2. Substantial Completion date shall not be changed for reasons not caused by the Owner.
 3. Contract completion date shall not be changed by submission of a schedule that shows an early or late completion date, unless specifically authorized by executed Change Order to the contract.
- B. Activities: Activities shall be separated by area with unique separate numbered activity for each main element of the Work. Comply with the following:
1. Activity Duration: Define activities so no activity is longer than fifteen (15) days, unless specifically allowed by the Owner.
 2. Procurement Activities: Include procurement process activities for long lead items and major items as separate activities in the schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery. Provide durations based on contract for submittal and RFI cycles. Provide extended time for submittals requiring multiple reviewers, are complex or required by Yale.
 3. Substantial Completion: Adhere to the definition of Substantial Completion as dictated by the executed contract.
- C. Milestones: Include milestones indicated in the Contract Documents in the schedule, including, but not limited to, the Notice to Proceed, Utility interruptions, Owner related activities, Move-in/out, Substantial Completion, and Final Completion. See Mandatory Milestones listed above.
- D. Two/Three Week Look ahead schedule: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. **Look ahead schedule shall come directly from the P6 contract schedule** by implementing a filter in the schedule. Any other format submitted other than direct from the overall P6 schedule will not be allowed.
- E. Recovery Schedule: When periodic update indicates the Work is behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.
- F. Computer Scheduling Software: Prepare schedules using current version of Primavera 6 program.


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1.7 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)


- A. CPM Schedule: Prepare Contractor's construction schedule of sufficient detail to indicate all significant construction activities. The level of detail should be such that no activity should exceed fifteen (15) days. Where similar activities continue beyond the twenty (15) day limit, these activities should be broken into subgroups, specific areas, or phases so that the fifteen (15) day maximum duration is maintained.

1.8 REPORTS

- A. Daily Construction Reports (Daily Logs): Prepare a daily construction report recording the following information concerning events inclusive of but not limited to:
1. Day of the week, date and the time of day the report is filled out.
 2. List of subcontractors at Project site.
 3. List of separate contractors at Project site.
 4. Count of personnel by subcontractor and trade labor work being performed at Project site.
 5. Document any additional change order work being performed for that day. See Daily Additional Work Tickets below.
 6. Construction equipment at Project site.
 7. Material deliveries and confirmation receipts of quantities delivered.
 8. Materials and Equipment not yet incorporated into the work yet stored at the Project site.
 9. High and low temperatures and general weather conditions, including presence of rain or snow.
 10. Accidents.
 11. Visitors including individual employees of Yale Operations, or Facilities, Owner Consultants
 12. Meetings and significant decisions.
 13. Unusual events (see special reports).
 14. Stoppages, delays, shortages, and losses.
 15. Meter readings and similar recordings.
 16. Emergency procedures.
 17. Orders and requests of authorities having jurisdiction.
 18. Photographs taken
 19. Services connected and disconnected.
 20. Equipment or system tests and startups.
 21. Training
 22. Partial completions and occupancies.
- B. Stored Material Location Reports: At monthly intervals, prepare and submit a comprehensive list of materials Stored Offsite and Material delivered from Stored Offsite Facilities. Indicate the following categories for stored materials:
1. Material stored prior to previous report and remaining in storage.
 2. Material stored prior to previous report and since removed from storage and installed.
 3. Material stored following previous report and remaining in storage.

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- C. **Material Tracking Report:** On or before 60 days from the execution of the GMP submit a Material Tracking Report (MTR) that lists all of the Critical Materials used on the Project. The MTR is a live document that is updated weekly and reviewed at every Owner, Contractor, Architect (OAC) meeting. The initial log will be developed by the Construction Manager/Contractor and the Architect of Record. The MTR shall include at a minimum all components for products that fall on the Critical Path Schedule. In addition the MTR shall include:
1. A unique ID for each item being tracked, Subcontractor responsible, equipment model number, status of submittals, required release date to meet the project schedule., fabrication and delivery dates, projected delivery date, current status, date confirmed and actual delivery date.
- D. **Site Condition Reports:** Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.
- E. **Anticipated MEP Systems Shut-Down Report:** An Anticipated MEP Shut-Down matrix shall be submitted with the Application for Payment on a monthly basis and reviewed at ALL weekly OAC meetings. The Matrix shall include but not be limited to:
1. MEP System
 2. Location of Shut-Down
 3. Yale Operation Units Affected
 4. Estimated Duration
- Acceptance of the Shut-Down by Yale shall be predicated on the submission of the Matrix and review of the Matrix at the OAC. Failure to submit the matrix monthly and be reviewed at the weekly OAC's shall not guarantee the approval of a Shut-Down. Yale Facilities shall approve all Shut-Downs.
- F. **Daily Additional Work Tickets:** Prepare daily additional work tickets recording the following information for a change in the work on T&M or issued by a Construction Change Directive (CCD). Tickets shall be documented separately for each trade labor category being performed that day and shall reflect at a minimum the following:
1. Date and day of the week
 2. Change work being performed and percentage progress
 3. Number of workers working on the change consistently and their respective work labor category.
 4. Number of hours worked on the change consistently per trade labor category.
 5. Materials delivered and used specifically for the change work.
 6. Equipment delivered and/or used specifically and consistently for the change work. If equipment already exists on site and is used to perform the change work, number of hours the equipment is used shall be documented. Document equipment by the make, model, of each equipment used for the change work. Small tools as defined in the Contract shall not be allowed to be reimbursed.

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7. Tickets must be confirmed with legible signature and printed name of authorized supervisor from the Subcontractor and the CM/Contractor and dated by the Owner’s Representative on the same day the change work was performed.
8. The Owner has the right to reject Time and Material tickets that are not document daily and signed by the Construction Manager/Contractor.

1.9 SPECIAL REPORTS


- A. General: Submit special reports directly to Owner within one (1) day of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating and response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

1.10 AS-BUILT SUBMITTAL:

- A. When the subsurface is open and there are existing and new utilities and any abandon piping/duct banks conditions exposed, Contractor shall accurately survey the locations both horizontally and vertically. As-Built information shall be submitted as actual site conditions s a closeout document. Contact Yale Information Resources to obtain the latest version prior to updating.
- B. As-Built shall be kept up to date and upon request available to the AOR/EOR/Owner at all times. Submission of As-Built are a condition of Substantial Completion as stated in the contract documents. Failure to provide As-built may result in retention of funds.
- C. As-Built shall be submitted in scanned PDF files and organized by discipline.
- D. Consult with Yale Information Resources regarding access to Yale’s underground GIS map for underground utilities. The GIS database shall be updated for all projects that fall within the extents currently mapped.
- E. Submit a final sequence of operations for all MEP controls filed separately by division.

1.11 PHOTOGRAPHIC DOCUMENTATION

- A. 360° Photo Imaging shall be utilized on the project. The Construction Manager/Contractor shall utilize HoloBuilder, an online virtual reality capturing software.
 1. A Baseline Condition both interior and exterior of the project shall be established prior to the start of any work including demolition.
 2. Weekly imaging of the interior and exterior of the project shall be completed by the Construction Manager/Contractor and reviewed by the project team at the OAC.
 3. Prior to closing or obscuring work imaging shall be completed including work shall be In slab

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MEP's, Wall Rough-In, Wall Blocking, Above Ceiling.

4. Equipment shall be purchased by the Construction Manager/Contractor for the project. Approved Cameras can be found at <http://www.holobuilder.com/cameras/>
5. Other equipment shall include a tripod, extension pole, charging cable, area light and mounting screws. All equipment shall be turned over to the Yale PM at Substantial Completion.

- B. Document via electronic photography each wall prior to installing insulation and/or installing wall board or masonry to enclose the wall. Photograph shall reflect all utilities running through the wall and any additional blocking. Contractor shall label each photograph with the room or space number where the photo was taken and which wall is being reflected within the photograph, for example, north, south, east or west.

1.12 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate Owner's contractors, consultants and Third-Party Schedule Analysis firms hired by the Owner.
- B. Coordinate Contractor's construction schedule with the schedule of values, submittal schedule, progress reports, payment requests, and other required schedules and reports.
 1. Secure time commitments for performing critical elements of the Work from entities involved.
 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

END OF SECTION 01-32-00