
BC HOUSING
Summary of Work
Appendix B – Post Construction CD-ROM Data Record

1.0 GENERAL

1.1 General Conditions:

- 1.1.1 It is the intent of this Summary of Work Appendix to show the work necessary to complete the Post Construction CD-ROM Data Record.
- 1.1.2 At Substantial Completion of the project, BC Housing shall identify a value of \$1,000.00 (one thousand dollars) for the provision of the Post Construction CD-ROM Data Record as a Deficiency Holdback. BC Housing shall withhold this contract value of \$1,000.00 (one thousand dollars) within the Deficiency Holdback until compliance has been achieved.

1.2 Submittals:

- 1.2.1 The Contractor will be responsible for submitting the following, as part of the Post Construction CD-ROM Data Record:
 - .1 If applicable, submit Maintenance & Renewal Plan in CD-ROM format, for BC Housing to review and approve, no later than 30 business days after Substantial Completion of Project.
 - .2 Hardcopy format – Two (2) 3-ring binders with all cover sheets, appendices and directories clearly labelled with project information (ie. Name of project, site address, project principals, date completed etc.).
 - .3 CD-ROM format – Two (2) CD-ROMs in .pdf, Microsoft Word or other electronic format (AutoCAD) acceptable – all directories. To include all project specifications, finalized as-built project drawings and details and other project documentation outlined below.
 - .4 CD-ROM to include: a section outlining the background of the Project.
 - .5 Include copies of Labour and Material bonds and Performance Bonds if applicable.
 - .6 Include copies of consultant and contractor service agreements or professional service contracts.
 - .7 Provide copies of any Project Manuals issued including all specifications and revised as-built drawings completed for the project.
 - .8 Include copies of applicable municipal permits and professional Schedules completed.
 - .9 Copies of all Field Review reports, photographs and contract documentation executed (ie. Change Orders).
 - .10 Confirmation of formal General Condition warranty period dates and warranty statement from General Contractor.

- .11 Copies of all contract Certificates issued including Certificates of Payment & Certificates of Substantial Completion.
- .12 Include copies of any third party Labour, Material or equipment warranty documentation.
- .13 Include section detailing design and operating principles for the project and various components utilized as well as associated maintenance requirements.
- .14 Include section for approved shop drawings, Technical Data Sheets or other operational criteria from equipment manufacturers and all trades and/or suppliers that installed them.
- .15 Include list of Contacts, including Owner's representative, Consultants, Sub-Consultants, General Contractor and Sub-Trades with applicable contact information referenced.
- .16 Include Glossary of Terms.