

PDF FORMAT:

☐ **CIVIL**

- ☐ Final as-built drawing set
- ☐ Pre-demolition site survey showing existing conditions
- ☐ All demolition records of existing structures and utilities, as applicable
- ☐ Include final copies of all completed studies and assessments, including geotechnical data, boring samples, soil reports, etc. Include final abatement reports, if applicable.
- ☐ All associated O&M* and warranty information

☐ **LANDSCAPE**

- ☐ Final as-built Landscape drawing set
- ☐ Include all irrigation and planting plans, schedules, specs; all associated O&M* and warranty information

☐ **ARCHITECTURAL**

- ☐ Final as-built Architectural drawing set
- ☐ Include all FFE plans
- ☐ Include all interior and exterior specifications: roofing and component parts, interior and exterior walls and component parts, waterproofing and insulation materials, ceiling component parts, soundproofing, glass, doors, windows, hardware, floors, railings, casework, finish materials, fixed equipment, furnishings, window coverings, art and accessories, exterior and interior signage, etc.; all associated O&M* and warranty information

☐ **STRUCTURAL**

- ☐ Final as-built Structural drawing set
- ☐ All associated O&M* and warranty information

☐ **MEPF**

- ☐ Final as-built MEPF drawing set
- ☐ HVAC: Include zone and load studies, T&B, commissioning report, schedules, equipment and material specs; all associated O&M* and warranty information
- ☐ Electrical: Include load studies, panel diagrams, schedules, fixture specs; and all associated O&M* and warranty
- ☐ Plumbing: Include all wiring and control diagrams; schedules; material, equipment, fixture and hardware specs; all associated O&M* and warranty information
- ☐ Fire: Include wiring/cabling and control panel diagrams; equipment and device specs and schedules; test and inspection records; all associated O&M* and warranty information

☐ **SECURITY**

- ☐ Final as-built security drawing set

- ☐ Include all Lenel equipment, cameras, alarms and other equipment and device specs and schedules; and all associated O&M* and warranty information

☐ **TECH/TELECOM**

- ☐ Final as-built Tech/Telecom drawing set
- ☐ Include all cabling, network infrastructure, audio/visual device specs, schedules; all associated O&M* and warranty information
- ☐ LEED Certification documentation, as applicable

**The final version of all O&M/systems manuals shall be provided in electronic (searchable PDF), including a Table of Contents for each discreet manual.*

NATIVE FILES:

☐ **CAD FORMAT**

- ☐ Pre-demolition survey showing existing conditions must also be provided in native CAD file format
- ☐ Final as-built civil/ site/ utility/ landscape/ tech & telecom drawings must also be provided in native CAD file format
- ☐ CAD files must be in Florida State Plane North NAD 83 US Foot using UF benchmarks and UF densification
- ☐ Each CAD file must have all x-references bound and mimic the corresponding sheet in the pdf set

☐ **BIM FORMAT (all Revit must should be transmitted with all associated linked files connected), updated with all field orders, change directives, ASIs or other Owner directed revisions**

- ☐ Revit should include all final as-built sheets as included in the PDF format list above
- ☐ Final as-built Architectural Revit file, including FFE
- ☐ Final as-built Structural Revit file
- ☐ Final as-built MEP Revit file

Final closeout documents should be placed in the most appropriate folder of those listed below:

- B360 > Project Files > Construction > **Final Completion folder**
 - Sub folders can be created for CAD/Revit/PDF files
- B360 > Project Files > Construction > **O&M folder**
- B360 > Project Files > Construction > **Post-Occ and Warranty folder**