

# **Exhibit B**

## **Necessary information to be included in closeout documents**

The project closeout manual shall be submitted in triplicate, in three-ring binders. All copies will be forwarded to the appropriate construction manager, who will oversee the distribution of the manuals. Each manual must be labeled indicating the following information:

- Property
- Project
- Date of submission
- Name of firm submitting the documents

**VERY IMPORTANT: EACH SUBMISSION MUST HAVE A PROJECT CLOSEOUT CHECKLIST (SEE EXHIBIT C) WHICH IS A SUMMARY OF THE INFORMATION CONTAINED IN THE BINDER!**

This information must appear on the front cover of the binders and on the spine of each binder. Following is the organization of each binder, describing the information to be contained therein:

Table of contents, listed as follows:

Section 1:	Contacts
Section 2:	Governmental approvals
Section 3:	Project information
Section 4:	Testing, inspection, and warrantee information

Specifically, the organization and contents of each section listed in the table of contents is to be as follows:

### **Section 1: Contacts**

This section is a complete listing of all firms and contact personnel involved with the project. This list must include the name, address, telephone number, fax number, mobile phone number, and email address of each contact person representing the following:

Architect	Owner's representative (SLG Contact)
Engineer	Tenant representative, if applicable
Expediter	Contractor

## **Section 2: Governmental approvals**

This section must include all NYCDOB permits and approvals, including a final approval, if applicable. Also, any other relevant approvals or permits above and beyond those required by NYCDOB must be included.

## **Section 3: Project information**

This section pertains to project-specific information, and must include the following:

- As-built documents, folded in an envelope compatible with a 3-ring binder. The documents are ***not*** to be punched.
- As-built documents, submitted on a CD, in an AutoCAD 2000 format.
- Project photos, if applicable.
- Incident reports, if applicable.
- List of newly installed equipment, including manufacturer, model, serial number, and vendor.

## **Section 4: Testing, inspection, and warrantee**

This section must be project-specific and must include the following:

- Testing and balancing reports for the HVAC system.
- Fire alarm test and inspection reports.
- Sprinkler system testing and inspection, if applicable.
- Contractor's one-year warrantee.
- Carryover warrantees or guarantees, which are included with equipment purchases.
- Copies of final lien waivers.
- Final accounting of the project.

### **When compiling the close-out manual, the following must be adhered to:**

- All sections must be indicated by a tabbed divider.
- Each page must be readily identifiable with a header indicating the property, project, and the subject contained on the page.
- If there is an item listed above which is not applicable, a blank sheet is to be inserted with the appropriate heading, and an indication that the item is not applicable.

Final payment to contractors is contingent upon the Owner's acceptance of the closeout package. Upon receipt and acceptance of the three manuals, the manuals will be distributed as follows:

- 1 copy to the Property Manager.
- 1 copy to the Portfolio Manager.
- 1 copy to remain in the construction files.