

SECTION 01 77 00 – TAKING-OVER PROCEDURES

- 1.01 GENERAL:** The requirements stipulated in this Section supplement the requirements set out in the Conditions of Contract relating to the issuance of the Taking-Over Certificate, all of which shall be met before any Taking-Over Certificate is issued.
- 1.02 TAKING-OVER APPLICATION:** The Contractor may apply by notice to the Employer's Representative for a Taking-Over Certificate in accordance with Clause 10 (*Employer's Taking Over*) of the Conditions of Contract.
- 1.03 ^{A9}APPLICATION SUPPLEMENTAL INFORMATION:** The Contractor's application for a Taking-Over Certificate shall have specific certifications that the Employer's Representative has accepted each of the following:
- A. Drawings:**
 - 1. Final Design Drawings:** Final design drawings, which are the basis of the as-built drawings, submitted in accordance with Section 01 33 00 (*Submittal Procedures*).
 - 2. As-Built Drawings:** Final as-built drawings submitted in accordance with Section 01 33 00 (*Submittal Procedures*).
 - B. ^{A16}Record of Materials:** Record of Materials submitted in accordance with Section 01 78 23 (*Operations Data*).^{A16}
 - C. ^{A16}Operations and Maintenance Manuals and Parts Lists:** Operations manuals for all Plant submitted in accordance with Section 01 78 23 (*Operations Data*). Maintenance manuals and parts lists, including service manuals and parts lists for all Plant, submitted in accordance with Section 01 93 00 (*Maintenance Services*).^{A16}
 - D. ^{A16}Equipment List:** An equipment list for all the Plant submitted in accordance with Section 01 78 23 (*Operations Data*).^{A16}
 - E. ^{A16}Warranty Summary:** A document that summarizes the various warranties and clearly identifies the servicing and technical precautions recommended by the manufacturers or required by the Contract in order to keep warranties in force in accordance with Section 01 78 23 (*Operations Data*).^{A16}
 - F. Completion of Demonstration and Training Program:** Documentation of completion of the demonstration and training program specified in Section 01 79 00 (*Demonstration and Training*). The Contractor shall have provided an instruction program for each system and for equipment that is not part of a system.
 - G. Commissioning and Testing:** Prior to issue of the Taking-Over Certificate, the Contractor shall pass all of the Employer's Requirements for Tests on Completion and provide the associated documentation in accordance with Section 01 91 00 (*Tests on Completion and Tests after Completion*.)
- 1.04 ^{A16}COST ACCOUNTING DATA:** Throughout the performance of the Works, the Contractor shall keep detailed records of the cost accounting data associated with the design and construction

of all assets that comprise the Works. This cost accounting data shall be organized according to the **Contractor’s cost breakdown structure (CBS)** and the Contractor’s Accepted Baseline Programme. Prior to **applying for the** Taking-Over Certificate, the Contractor shall submit **the** cost accounting data in a format compatible with the up-to-date versions of Employer’s program management information system, and the Employer’s accounting system (Oracle), as approved by the Employer’s Representative. The cost accounting data shall contain a breakdown of the Contract Price and, as a minimum, the following tabs to feed the assets documentation for the enterprise asset management system for the Works (assets taxonomy). The Employer’s Representative will review the cost accounting data for compliance in accordance with the provisions set forth in Section 01 33 00 (*Submittal Procedures*). This cost accounting data must be approved by the Employer’s Representative prior to issuance of the Taking-Over Certificate.¹⁶

A. **Main Assets (Plant):** The following data shall be included.

1. Asset number.
2. Asset short description.
3. Asset long description.
4. Asset location.
5. Parent asset number.
6. Top level asset number.
7. Asset serial number.
8. ^{A10}Manufacturer code.^{A10}
9. ^{A10}Vendor code.^{A10}
10. Purchase price.
11. Installation date.
12. Total installed price.
13. Warranty expiration date.
14. Inventory item number.
15. Criticality value.

B. **Facility Assets (Defined as Locations):** Shall include the data required for the main assets and the following additional data.

1. Location number.
2. Location short description.
3. Location long description.
4. Parent location number.
5. Top-level location number.

C. **Plant Assets, Motors:** Shall include the data required for the main assets and the following additional data:

1. Horsepower (HP).
2. Phase.

3. Revolutions per minute (RPM).
4. Voltage.
5. Field amps.
6. Full amps.
7. Frame.
8. Enclosure.
9. Insulation.
10. Brush.
11. Degrees rise.
12. Drive-end (D.E.) bearing.
13. O.D.E. bearing.
14. Type.

D. **Plant Assets, Pumps:** Shall include the data required for the main assets and the following additional data.

1. Inventory item number.
2. Description.
3. Flow capacity.
4. Rated HP.
5. Head.
6. Lube capacity.
7. Weight.

E. **Plant Assets, Valves:** Shall include the data required for the main assets and the following additional data.

1. Inventory item number.
2. Description.
3. Type.
4. Body size.
5. Port size.
6. Pressure rating.
7. Packing size.
8. Packing rings.
9. Trim.

1.05 CLEANUP: Prior to the issue of the Taking-Over Certificate, the Contractor shall leave premises "broom clean". The Contractor shall remove temporary labels, stains, and foreign substances and shall polish transparent and glossy surfaces. The Contractor shall clean equipment and fixtures to a sanitary condition and shall replace filters of operating equipment. The Contractor shall clean debris from drainage systems. The Contractor shall sweep paved areas

and rake-clean landscaped areas. ^{A16}The Contractor shall clear away and remove from the Site any wreckage, rubbish, and Temporary Works which are no longer required. ^{A16}

1.06 ^{A16}**SPARE PARTS:** Prior to the issue of the Taking-Over Certificate, the Contractor shall have on Site the complete stock of parts and materials for routine and particular maintenance as required by Section 01 93 00 (*Maintenance Services*). ^{A16}

1.07 ^{A16}**ISSUANCE OF TAKING-OVER CERTIFICATE:** Upon acceptance of the above referenced information and upon satisfaction of any other requirements for the issuing of the Taking-Over Certificate and in accordance with Clause 10 (*Employer's Taking Over*) of the Conditions of Contract, the Employer's Representative will issue the Taking-Over Certificate. ^{A16}

END OF SECTION