



Instructions for O&M Materials/ Close Out Documentation

1. All Operations and Maintenance Materials / Close-Out Documentation must be submitted to Shawmut by the completion of the Sub-contractor's work. Materials must be received BY THE DATE SPECIFIED. A letter will be sent to all Subcontractors listing the specific documentation required.
2. Forward to Shawmut the correct number of originals or neatly unbound copies of all required materials.
3. If CAD files are required for As-Built drawings, confirm with the Project Manager the exact format requirements. This will prevent duplication of CDs in the wrong format that will need to be corrected to conform to requirements.
4. MEP As-Builts must be reviewed and updated as the job proceeds. Please ensure that your field personnel are aware and comply on a weekly basis.
5. Please note: Original Submittals are not acceptable as As-Builts. All As-Builts must show all final revisions.
6. If you have any questions or need clarifications on the requirements, please contact your project administrator.
7. SHAWMUT RESERVES THE RIGHT TO HOLD PAYMENT UNTIL THESE MATERIALS ARE RECEIVED.