This is a guidance document with sample specification language intended to be inserted into project specifications on this subject as appropriate to the agency's environmental goals. Certain provisions, where indicated, are required for U.S. federal agency projects. Sample specification language is numbered to clearly distinguish it from advisory or discussion material. Each sample is preceded by identification of the typical location in a specification section where it would appear using the SectionFormat™ of the Construction Specifications Institute; the six digit section number cited is per CSI Masterformat™ 2004 and the five digit section number cited parenthetically is per CSI Masterformat™ 1995.

**SECTION 01 78 53 (SECTION 01780) - SUSTAINABLE DESIGN CLOSEOUT DOCUMENTATION**

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:
1. Procedures for closeout submittals.
   a. Record Documents.
   b. Warranties.
   c. Operations and Maintenance Manual.
   d. Maintenance materials
2. Procedural and administrative requirements for substantial completion and final inspection.

1.2 CLOSEOUT SUBMITTALS

SPECIFIER NOTE:
EO 13423 directs Federal agencies to "provide reports on agency implementation of this order to the Chairman of the Council [on Environmental Quality] on such schedule and in such format as the Chairman of the Council may require; and … provide information and assistance to the Director of the Office of Management and Budget, the Chairman of the Council, and the Federal Environmental Executive.
Refer to http://www.wbdg.org/sustainableEO
Additionally, under the Sustainable Building requirements per Guiding Principle #2 Optimize Energy Performance, EO 13423 directs Federal agencies to "Enter data and lessons learned from sustainable buildings into the High Performance Buildings Database." http://femp.buildinggreen.com/

Executive Order 13514; *Federal Leadership in Environmental, Energy, and Economic Performance*; was signed on October 5, 2009. http://www.ofee.gov/execorders.asp It expands upon the environmental performance requirements of EO 13423.
http://www1.eere.energy.gov/femp/regulations/printable_versions/eo13423.html
EO 13514 sets numerous Federal requirements in several areas, including:
- Federal agency heads must designate a senior management official to serve as Senior Sustainability Officer accountable for agency conformance, reporting to the Chair of the Council on Environmental Quality (CEQ) and the Director of the Office of Management and Budget (OMB). The Senior Sustainability Officer shall prepare targets for agency-wide reductions in 2020 for greenhouse gas (GHG) emissions and shall prepare and submit a multi-year Strategic Sustainability Performance Plan.
- Agency efforts and outcomes in implementing EO 13514 must be transparent and disclosed on publicly available Federal Web sites.
- OMB must prepare scorecards providing periodic evaluation of Federal agency performance. Scorecard results must be published on a publicly available Web site.

Documentation of environmental procedures can assist in required Agency reports.

A. Record Documents.
1. Environmental Record Documents: As specified in Divisions 01 – 49 (1 – 16) and as follows:
a. IAQ Management Plan: As specified in Section 01 57 19.11 – Indoor Air Quality (IAQ) Management.
b. Product Data for filtration media: As specified in Section 01 57 19.11 – Indoor Air Quality (IAQ) Management.
c. Moisture Control inspections and reports: As specified in Section 01 57 19.11 – Indoor Air Quality (IAQ) Management.
d. MSDS Data: As specified in As specified in Section 01 57 19.11 – Indoor Air Quality (IAQ) Management and Section 01 67 00 (01611) – Environmental Requirements for Products.
e. Affirmative Procurement Reporting Form: As specified in Section 01 67 00 (01611) - Environmental Requirements for Products.
f. Environmental Product Data: As specified in Section 01 67 00 (01611) – Environmental Requirements for Products.
g. LCA Data: As specified in Section 01 67 00 (01611) – Environmental Requirements for Products.
h. Chain-of-Custody Data: As specified in Section 01 67 00 (01611) – Environmental Requirements for Products.
i. Final Summary Of Solid Waste Disposal And Diversion: As specified in Section 01 74 19 (01351) – Construction Waste Management.
j. Commissioning Report: As specified in Section 01 91 00 (01810) – Commissioning.

B. Warranties.

C. Operations and Maintenance Manual: Include the following:
1. Operations and Maintenance Data: As specified in Section 01 78 23 (01830) – Operation and Maintenance Data.
2. Integrated Pest Management (IPM) Plan: As specified in Section 10 81 50 (10295) – Integrated Pest Management (IPM).
3. Landscape Maintenance Information: As specified in Section 32 90 00 (02900) – Planting.

D. Maintenance materials: Submit as specified in Section 01 78 23 (01830).

1.3 SUBSTANTIAL COMPLETION

A. Prior to notifying the Architect that the project is complete according to the Contract Documents:
1. Submit approved pre-functional checklists and functional performance testing reports from the commissioning documentation.
a. Equipment start-up requires coordination with the commissioning process. Refer to Section 01 91 00 (01810). Equipment shall not be “temporarily” started for commissioning.

1.4 FINAL ACCEPTANCE

A. Prior to requesting inspection for verification of completion of all outstanding items:
1. Complete commissioning requirements of Section 01 91 00 (01810), unless approved in writing by the **[Owner] [Architect]**. Exceptions to this are required seasonal and approved deferred testing.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION