



XAVIER UNIVERSITY

Project Closeout Document Policy

Effective: April 6, 2018.

Last Updated: November 2, 2020

Responsible University Office: Physical Plant

Responsible Executive: Vice President for Facilities

Scope: Provides guidelines for architects, engineers, and contractors for producing, and or obtaining, a complete record description of a project. Includes any changes made during construction.

A. REASON FOR POLICY

Closeout documents provide the Physical Plant with information needed to maintain and track the condition and value of building assets. These documents provide accurate record documents for maintenance, the facility assessment system and for use when beginning design on future projects.

B. POLICY

Closeout documents will be required for all projects on campus. Responsible parties include Owner, Contractor, Architect and/or Engineer involved in a project.

C. DEFINITIONS (not applicable)

D. PROCEDURES

1. Description

- a. **Contractor:** Provide the following to Architect and/or Engineer in order to create record documents.
 - Operation and Maintenance manuals, including warranties: Provide one printed copy and one digital file in pdf format.
 - Project As-Built Drawings: Mark-up construction documents in red with any changes. Provide one digital file in pdf format.
 - Final BIM model updates: Provide updated Revit files that include as-built conditions (.rvt) if Design Assist contractor. Revit model must conform to Xavier BIM standards.
 - Permit set (if paper format): Provide set that is stamped, approved, and perforated by permit department.
 - Permit set (if digital format): Provide a copy of the digital document set from the permit department.

b. Architect and/or Engineer: Receive all deliverables from above and create record set document package. Incorporate as-built drawings into Record files and strike through any Alternates not chosen. In addition to the documents above, provide the following to the Owner as final record documents.

- Final BIM model: Provide Revit file (.rvt) using version of software identical to contract drawings. Include all BIM models from contractors if provided. Revit model must conform to Xavier BIM standards.
- Matching Digital data files: Provide (PDFs). Include all revisions. Include contractor mark-ups. Mark sets “Record”.
- Submittals: Provide digital files in pdf format.
- Specifications: Provide digital files in pdf format.
- Material Finish Binder: Provide samples with labels identifying each finish material matching finish schedule.

2. Schedule for deliverable

a. Contractor

Deliver closeout information to Owner prior to request for final payment.

b. Architect and/or Engineer

Submit final record document files and BIM model to Owner prior to request for final payment.

Project Closeout Checklist

Deliverable	Hard Copy	Digital Copy
Contractor deliver to Architect and/or Engineer		
Operations & Maintenance Manuals		AND
Warranties		AND
As-Built drawings		
Revit Files		
Permit Sets		OR
Architect and/or Engineer deliver to Owner		
All deliverables from above		AND
Final BIM model (REVIT)		
Matching data files in PDF		
Submittals		
Specifications		
Material Finishes Binder(s)		



POLICY APPROVAL FORM

Policy Name: Closeout Document Policy

Policy Owner: Physical Plant

General Information:

Consultation with appropriate University employees and groups:

Required Approvals:

Department Head:

Signature

Date

AVP/

Associate Provost:

NOT APPLICABLE

Signature

Date

Divisional VP/Provost (if applicable):

Signature

Date

Faculty Committee Chairperson

NOT APPLICABLE

Signature

Date

General Counsel:

NOT APPLICABLE

Signature

Date

The approvals listed above are required before Cabinet review.

President's Office:

NOT APPLICABLE

Signature

Date

Office of University Communications:

NOT APPLICABLE

Signature

Date