

ACCEPTANCE PROCEDURES FOR NEW BUILDINGS, ADDITIONS TO  
BUILDINGS AND/OR MAJOR BUILDING ALTERATIONS

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1. GENERAL

1.01 This section provides guidelines for the coordination of the Building Design group and the Building Operations group in the construction of new buildings, additions to buildings and major building alterations before acceptance by Southwestern Bell Telephone Company.

1.02 This section is being reissued, to provide additional procedural requirements. Due to the extent of changes, reasons and indicating arrows have been omitted.

2. STUDY PLAN REVIEW

2.01 The Building Planning group should forward to the Building Operations group a copy of the preliminary plan drawings (study plan) of any new construction or building alterations being planned. The Building Operations group should review this planning document and suggest to the planning group any necessary changes effecting the future building operations in that building.

3. PRELIMINARY PRINTS AND SPECIFICATIONS

3.01 During design phase the Building Design group should forward two sets of preliminary prints and specifications to the Building Operations group.

3.02 The Building Operations group should review prints and specifications from the operational point of view. Within 10 days of receipt of drawings and specifications they should mark necessary changes in the drawings and forward them to the Building Design group with suggestions that could save on future maintenance on that building.

3.03 Sufficient time should be allocated for construction document reviews so that all necessary changes are done prior to the bid due date.

4. PRE-CONSTRUCTION MEETING

4.01 A representative from the Building Operations group should attend the pre-construction meeting.

4.02 The Building Design group should notify the Building Operations group at least 15 days in advance of the pre-construction meeting.

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Bell System except under written agreement.

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4.03 The following major items which will affect the Building Operations and/or the building occupant, due to the day by day work of the contractor, should be discussed in the pre-construction meeting.

(a) Safety procedures that the contractor should follow while on company premises.

(b) Storage area for the use of the contractor during construction.

(c) Clean up and trash removal during and after the construction by the contractor.

(d) Security procedures demanded of contractor and sub-contractors during construction.

## 5. ACCEPTANCE TEAM

- 5.01 The acceptance team should be formed before the acceptance review starts.
- 5.02 It will be the responsibility of the Building Design group to arrange the final acceptance review and to notify the Building Operations group.
- 5.03 An acceptance team comprised of the following personnel should be formed for the acceptance review:
  - o Real Estate and Building Design Organization
  - o Building Operations Group
  - o Building Observer
  - o General Contractor
  - o Mechanical Subcontractor
  - o Electrical Subcontractor
  - o Plumbing Subcontractor (as appropriate)
  - o Other Subcontractors (as necessary)
  - o Consultants (as required)

## 6. MAJOR ITEMS REQUIRING FIELD TESTS

- 6.01 Design documents should specify the following applicable field test and Building Operations should receive documents on all such tests.
  - o FIELD TEST OF FIRE PROTECTION EQUIPMENT
- 6.02 In buildings equipped with fire pumps, a capacity test is required to verify system performance. The contractor shall provide a certified report on this test. (Section 760-640-320)
- 6.03 Buildings equipped with new ionization smoke detector systems shall undergo a field test. The contractor shall provide a certified report on the complete system test. (Section 760-650-100)
- 6.04 The Building Operations force shall verify that Bell System approved fire extinguishers are installed per Section 770-330-900SW.
  - o FIELD TEST ON MECHANICAL EQUIPMENT
- 6.05 The following test documents are requested on all mechanical equipment:
  - (a) Test and Balance Report on Air Distribution systems
  - (b) Initial Start up Test Records on all mechanical equipment (chiller, AHU, boiler, air compressor, fire dampers).
  - (c) Pump Capacity Tests
  - (d) Boiler Efficiency Tests, etc.

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- o FIELD TEST ON THE ELECTRICAL EQUIPMENT

- 6.06 The following test documents are required on electrical equipment:
  - (a) Breaker Test (Multi AMP Test)
  - (b) Mag Test on transformer and wires

- o FIELD TEST ON PLUMBING EQUIPMENT

- 6.07 The following test documents are required on plumbing systems:
  - (a) Piping Test (gas, water, fuel, sanitary, etc.)
  - (b) Safety Test on pressure vessels
  - (c) Fuel Tank Test results (leakage)

## 7. INSTRUCTIONS AND TRAINING

- 7.01 At the time of final acceptance, instructions and training should be given to the Building Operations force on the building's mechanical and electrical equipment.
- 7.02 The date should be arranged by the project architect and the installing contractor.

7.03 The training should cover all new equipment that the Building Operations force is not familiar with.

#### 8. DOCUMENTS PROVIDED/SPECIAL TOOLS

8.01 At the time of final inspection the following documents should be provided to the Building Operations group:

- (a) Certificates of tests on mechanical, electrical, ventilation and fire protection equipment.
- (b) All Operating and Maintenance Manuals for mechanical, electrical, ventilation and fire protection equipment.
- (c) Guarantees for mechanical, electrical ventilation and fire protection equipment. Guarantees should also be provided for roof and plumbing systems.
- (d) Building Prints, As-built Drawings, the actual building drawings describing the building components and building equipment locations and routing.
- (e) Routine Maintenance Instructions
- (f) Emergency number list of all contractors involved
- (g) Special testing tools
  - o Early Warning Fire Detection, (EWFD) system testing tools
  - o Flow meters
  - o Any other special tools which are necessary for the operation of the new equipment
- (h) Mounted Mechanical/Electrical Prints
- (i) Control diagrams/schematic diagram of EWFD and zone identification mounted per Section 760-650-100.
- (j) Single line diagram, mounted near main AC switch panel per Section 760-400-100.

8.02 When the Building Operations group receives the above documents, it is their responsibility to safeguard this vital information.

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8.03 A central master file should be set up to store the original copy of these vital documents in fire proof cabinets.

8.04 This master file should be kept in the Building Operations district office or in the Building Operations Control Center.

8.05 In order to safeguard this master file, only reproduced copies of the documents are allowed to be removed. The original document should be retained in the master file at all times.

#### 9. FINAL ACCEPTANCE

9.01 At the time of Final Acceptance, the Building Operations group should be notified of date and time well in advance so that a representative will be present.

9.02 At the time of inspection, the Building Design Organization shall make a complete "Punch List" of items.

9.03 A subsequent final inspection shall be made to insure that all "Punch List" items have been corrected.

9.04 After all the inspection and review procedures are complete and the items on the "Punch List" are reconciled, formal acceptance of the building and grounds should be conveyed from the Building Operations group to the Real Estate and Building Design Organization.

9.05 Building Acceptance Notice, (Exhibit 1), should be used for formal building acceptance and should be signed by both Building Design and

Building Operations groups. A copy of this notice should be retained by the Building Operations group for a period of 2 years from the acceptance date.

9.06 The final payment to the contractor is the Building Design group's responsibility in accordance with the construction contract. Final payment of the construction contract may be withheld if all "Punch List" items are not corrected.

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EXHIBIT 1  
BUILDING ACCEPTANCE NOTICE

BUILDING ACCEPTANCE NOTICE

BUILDING NAME: \_\_\_\_\_  
BUILDING ADDRESS: \_\_\_\_\_  
LOCATION CODE: \_\_\_\_\_ ESTIMATE/R.O. NO.: \_\_\_\_\_  
PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

The above listed building project is completed at this location and the Building Operations group hereby accepts this project from the Building Design group as noted below:

- ☐ A. Building Accepted - All Punch list items are completed.
- ☐ B. Attached punch list items from the last final inspection are still not corrected. Please advise the Building Operations group when all items on the punch list are complete.
- ☐ C. Building project is still not complete. Please advise Building Operations group when the project is completed.
- ☐ D. Building accepted with the understanding that the attached list of documents and tools will be forwarded by Building Design group to Building Operations group within \_\_\_\_\_ days. (See Section 760-150-900SW, paragraph 8, for list of items needed.)

BUILDING ACCEPTED \_\_\_\_\_ NOT ACCEPTED \_\_\_\_\_

BUILDING OPERATIONS BUILDING DESIGN

ACCEPTED BY: \_\_\_\_\_ CONCURRED BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_ DATE: \_\_\_\_\_