Parts Lists, Service Instructions, Manufacturer’s Warranties and Operating and Maintenance Instructions

The special provisions for building projects generally require that certain operating and maintenance instructions be submitted in duplicate.

The special provisions for building projects also require that parts lists, service instructions and manufacturer's warranties for products installed in the work shall be delivered to the Engineer.

It is the Structure Representative's responsibility to see that the required parts lists, service instructions, manufacturer's warranties and operating and maintenance instructions are furnished by the Contractor.

If lists, warranties, or instructions are furnished in duplicate, one copy is to be sent to the District Maintenance Engineer and the other copy is to be given to the operators of the facility. If only a single copy is furnished, it should be given to the operators of the facility.

The parts lists, service instructions, manufacturer’s warranties and operating instructions, furnished to the operator of the facility, and/or to the District Maintenance Engineer, should be accompanied by a transmittal letter. This letter should list all of the instructions, warranties, or parts lists furnished, and give the name, address and phone number of the Prime Contractor. A copy of this letter should be forwarded to the Sacramento Structure Construction Office.