

**SUBMITTAL REGISTER GUIDANCE for O&M MANUALS**  
**Dated: 19NOV13**

The contractor should develop their submittal registers to include separate line items for Preliminary and Final O&M Manuals IAW the requirements of Specification Section 01 78 00, 01 78 23, etc. The submittal register should include separate line items for each discipline and sub-category within that discipline. Please see the example below.

\* The example below is representative of a standard contract and is not meant to be all inclusive. The contractor should develop the submittal register to accurately reflect the specific requirements of their contract.

Closeout Submittals Section 01 78 00 or 01 78 23			
Spec Paragraph	Submittal Description	Type of Submittal	Classification
01 78 00	Preliminary O&M - Mechanical - Plumbing	Closeout	GA
01 78 00	Preliminary O&M - Mechanical - HVAC	Closeout	GA
01 78 00	Preliminary O&M - Mechanical - DDC	Closeout	GA
01 78 00	Preliminary O&M - Mechanical - Fire Protection	Closeout	GA
01 78 00	Preliminary O&M - Electrical - Interior	Closeout	GA
01 78 00	Preliminary O&M - Electrical - Exterior	Closeout	GA
01 78 00	Preliminary O&M - Electrical - Fire Alarm	Closeout	GA
01 78 00	Preliminary O&M - Electrical - Communication	Closeout	GA
01 78 00	Preliminary O&M - Electrical - IDS	Closeout	GA
01 78 00	Preliminary O&M - Architectural - Irrigation	Closeout	GA
01 78 00	Preliminary O&M - Architectural - Elevator	Closeout	GA
01 78 00	Final O&M - Mechanical - Plumbing	Closeout	GA
01 78 00	Final O&M - Mechanical - HVAC	Closeout	GA
01 78 00	Final O&M - Mechanical - DDC	Closeout	GA
01 78 00	Final O&M - Mechanical - Fire Protection	Closeout	GA
01 78 00	Final O&M - Electrical - Interior	Closeout	GA
01 78 00	Final O&M - Electrical - Exterior	Closeout	GA
01 78 00	Final O&M - Electrical - Fire Alarm	Closeout	GA
01 78 00	Final O&M - Electrical - Communication	Closeout	GA
01 78 00	Final O&M - Electrical - IDS	Closeout	GA
01 78 00	Final O&M - Architectural - Irrigation	Closeout	GA
01 78 00	Final O&M - Architectural - Elevator	Closeout	GA

