

Exhibit A: Post Construction Services

EXHIBIT A

Post Construction Services

In the Postconstruction Phase, The Architect shall provide those services necessary to assist the Client in the use and occupancy of the facility. The following descriptions shall apply to those services.

8.1 Maintenance and Operational Programming services consisting of:

- (a) x Assistance in the establishment by the Client of in-house or contract program(s) of operation and maintenance of the physical plant and equipment.
- (b) x Arranging for and coordinating instructions on operations and maintenance on equipment in conjunction with manufacturers' representatives.
- (c) x Assistance in the preparation of operations and maintenance manual(s) for the Client's use.

8.2 Start-up Assistance services consisting of:

- (a) x On-site observation, troubleshooting and assistance in the operation of building systems during initial occupancy.
- (b) x Assistance in the training of the Client's operation and maintenance personnel in proper operations, schedules and procedures.
- (c) x Administration and coordination of remedial work by the Contractor(s) after final completion.

8.3 Record Drawings services consisting of:

- (a) x Making arrangements for obtaining from Contractor(s) and other parties information certified by them on all changes made during construction from the initial Contract Documents and on the location of concealed systems as installed during construction.
- (b) x Review of general accuracy of information submitted and certified to by the Contractor(s).
- (c) x Preparation of record drawings, based on information furnished by the Contractor(s), including significant changes in the Work made during construction.
- (d) x Transmittal of record drawings and general data, appropriately identified, to the Client and others as directed.

8.4 Warranty Review services consisting of:

- (a) x Consultation and recommendation to the Client during the duration of warranties in connection with inadequate performance of materials, systems and equipment under warranty.
- (b) x Inspection(s) prior to expiration of the warranty period(s) to ascertain adequacy of performance of materials, systems and equipment.
- (c) x Documenting defects or deficiencies and assisting the Client in preparing instruction to the Contractor(s) for correction of noted defects.

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8.5 Postconstruction Evaluation services consisting of a Project inspection one year after completion of construction review with appropriate supervisory, operating and maintenance personnel, and the General Contractor; and analysis of operating costs and related data for evaluation of:

- (a) x The initial Project programming versus actual facility use.
- (b) x The functional effectiveness of planned spaces and relationships.
- (c) x The operational effectiveness of systems and materials installed.
- (d) x Efficiency of the design and construction delivery processes used.