1. **GENERAL**
	1. **Related Sections**
		1. Section 01 77 00 Closeout Procedures, 2.0 Closeout Submittals.
		2. Section 01 78 39 Project Record Documents.
	2. **Spare Parts and Maintenance Materials**
		1. Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in the Work.
		2. If requested, furnish evidence as to type, source and quality of products provided.

* + 1. Defective products will be rejected, regardless of previous inspections. Contractor to replace products at own expense.

* + 1. Include an itemized receipt for all items and submit to the Consultant.
		2. The Consultant will confirm that the correct materials have been delivered.
		3. Spare parts and maintenance materials for all mechanical and electrical systems and equipment shall be turned over to the BCIT Project Manager**.**
		4. Maintenance materials for architectural finishes and other similar items shall be carefully labeled and delivered as instructed by the BCIT Project Manager.
		5. Provide spare parts, in quantities specified in individual specification sections.

* + 1. Provide items of same manufacture and quality as items in Work.

* + 1. Submit inventory listing to Owner’s Representative. Include approved listings in Maintenance Manual.
	1. **Keys**
		1. New keys for door hardware shall be turned over Safety, Security and Emergency Management via the BCIT Project Manager.

* + 1. Keys for thermostats and panels (mechanical access panels, electrical panels and the like) shall be turned over to the BCIT Project Manager.
		2. Keys for furnishings (cabinets, furniture, shutters etc.) shall be turned over to the BCIT Project Manager.

\*\*\* END OF **SPARE PARTS and MAINTENANCE MATERIALS** SECTION \*\*\*