

**Vendor / Installer Coordination Matrix – Rooftop AC Units
 GREAT WOLF LODGE
 Attachment "C"**

Work Element		L = Lead, A = Assist, F = Furnish, I = Install					
		TCCo/ TL	Vendor	Mech	Elec	BATC	Other
Coordination Meetings	Attend Coordination Meeting(s)	L	A	A	A	A	A
	TL provides TCCo super with Receipt Verification Form	F					
	Coordinate installation (including assembly, location and connections).		A	L	A	A	A
	Submittal review - review approved vendor submittals, coordinate with installation, sign-off		A	L	A	A	A
Delivery	TCCo to release vendor to fabricate and monitor delivery.	L					
	Vendor to provide written acknowledgement to TCCo & T=L confirming release of fabrication including delivery dates.		L				
	Vendor to immediately notify TCCo & T=L if delivery date slips.		L				
	Coordinate delivery (including delivery location (jobsite, rigger's yard), time, schedule)	L	A	A			
	Coordinate delivery from factory to jobsite/rigger's yard (including packaging, shipping splits)	A	L	A			
	Coordinate delivery from rigger's yard to jobsite (including accepting and coordinating delivery at rigger's yard, receipt of equipment, tracking of equipment, offloading and rigging plan)	A		L			
	Identification on packaging: (i.e. shipping labels)		F & I				
	Firmly attach label(s) to equipment indicating name of manufacturer, equipment model number, equipment serial number and tag number.		F & I				
	Protection of equipment during shipment		L				
	Upon delivery, inspect equipment and document on Receipt Verification Form with TCCo.	A		L			
	Protection of equipment after receipt			L			
	Off-load, rig, final setting and care & custody.			L			
RTU's	Provide technical support for a complete installation		A	L			
	Provide as per Section 23 74 33 – Outdoor Air Units		F				
	Witness installation		A				
	ALL mechanical/plumbing piping, connections, and associated hardware and accessories			F&I			
	ALL Equipment power/ control/ communications conduit and wiring				F&I		
	Building controls and interface with equipment, including low voltage wiring					F&I	

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RTU's	Housekeeping pad and/or inertia base and submit to A/E for approval						F&I
	Anchor bolts and brackets for installation			F&I			
	Damper actuators		I			F	
	Meet all seismic requirements for equipment only per drawing S1.1		F&I				
	Meet all seismic requirements for equipment installation per drawing S1.1			F&I			
	Internal vibration isolation		F & I				
	External vibration isolators			F & I			
	Assemble units if shipped in sections (manufacturer to provide direction if needed)		A	L			
	Hardware to assemble units shipped in sections		F	I			
	Assemble components shipped loose: (i.e. filters and mixing boxes)		A	L			
	BACnet interface					L	
	Isolation valves, motorized valves, gauges, actuators and control valves			F & I		F & I	
	Motor starters and/or VFD's				F & I		
	Power wiring entering cabinet at single location		F				
	If starter is provided by others, provide coordination to ensure starter/equipment is compatible. For example, torque requirements, size...		A	A	L	A	
	Disconnect switch				F & I		
	Duct silencers			F & I			
	Drain pan		F	I			
	Access Panels & Doors		F				
	Casing capable of 500 Hr – Salt Spray exposure per ASTM B117		F				
	Smoke detectors				F & I	F & I	
	Externally wrapped insulation			F & I			
	Internal insulation		F & I				
	Shims for field adjustment of fans and motors			F & I			
	Initial filters and belts		F & I				
	Spare filters and belts		F	I			I
	Motor alignment			L			
	Check belt tension			L			
	Initial lubrication of bearings			L			
	Air balancing			L			
	Electric duct heater		F & I				
	Provide Flat or Sloped roof curbs, rails and gaskets prior to delivery of RTU's		F	I			
	Field coordination of roof curb dimensions and slopes			L			
Wind supports			F & I				

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Close-Out	Installation inspection		L	A	A		
	Pre-start-up checklist (to TCCo and installing contractors)		F&A	L	A	A	
	Submit Start-up/commissioning procedure for approval		F&A	L			
	Start-up	A	L	A	A	A	
	Pre-commissioning meeting	L	A	A	A	A	
	Commissioning	A	A	L	A	A	
	Field testing	A	A	L	A	A	
	Owner training		A	L	A		
	O&M manuals to TCCo		F				
	Provide attic stock and spare parts		F	F	F		
	Parts warranty		F				
	Equipment labor warranty		F				
	Installation labor warranty			F	F		
	Trouble shooting during warranty period	A	L	L	L	L	L
	Building controls parts / labor warranty					F	
	Temporary Use Maintenance				F&L		
Warranty certificates		F					