OWNER-FURNISHED EQUIPMENT
Proper information reduces unnecessary change orders

When the Owner furnishes equipment, specific instructions should be provided relative to the installation and start-up of the equipment.

- There is often a lack of definitive information for the Design Professional and Contractor to understand what is required for proper installation of Owner-furnished equipment.
- Owner should purchase, order, or arrange for his/her items to be furnished in a timely manner so the necessary information can be included in bid documents. This information should include:
  - Assignment of Owner or Contractor responsibility for each item
  - Utility rough-in and final connection requirements
  - Degree of assembly on shipment
  - Total weight; size and weight of heaviest piece; total number of pieces
  - Schedule and mode of shipment, schedule of receipt
  - Responsibility for freight charges
  - Location for delivery and/or storage
  - Responsibility for receiving, unloading and inventory
  - Responsibility during storage
  - Coordination of manufacturer’s and contractor’s warranty
  - Other pertinent information
- When the Owner is not able to provide the information prior to bid documents issuance, appropriate allowances should be established.
- When required, the Owner should arrange and pay for a factory representative to observe installation, start-up, and testing. Such services should be defined in the bid documents.

REFERENCES:
AIA Architect’s Handbook of Professional Practice
CSI Project Resource Manual
Engineers Joint Contract Documents Committee Publications
Uniform Commercial Code

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