

DEMONSTRATION - SYNTHETIC DOCUMENT SET

Commercial Mechanical Closeout Readiness Audit

North Harbor Public Safety Complex HVAC Renovation - fictional project

This sample does not describe a real client or performed project. The evidence set is synthetic. A real January 2026 Kitsap County HVAC specification is used only to demonstrate traceable requirement extraction.

12 REQUIREMENTS	4 PRESENT	2 MISSING	5 DEFICIENT	1 CONFLICTING	4 HIGH PRIORITY
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EXECUTIVE READINESS CONCLUSION

The synthetic file is **not ready for final closeout submission**. Four requirements are supported, while the remaining eight require evidence, correction or a client decision. The most time-sensitive dependencies are the final TAB report, ERV-1 startup evidence, test certificates and warranty-date resolution.

This is a documents-only conclusion. 'Missing' means not found in the frozen synthetic set; it does not mean the underlying work did not occur.

FIX FIRST

1. Obtain the certified final TAB report and calibration list.
2. Obtain ERV-1 factory startup report and test data.
3. Reconcile warranty start dates to the controlling milestone.
4. Collect applicable leakage, pressure-test and treatment certificates.

Review boundary: relevant Division 00/01/23 closeout requirements in the cited specification; synthetic evidence manifest frozen November 2, 2026. Demonstration prepared August 23, 2026 solely as a sales and method sample.

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Requirement-to-evidence matrix

Each row states one auditable obligation and preserves the exact source document, PDF/printed page and section. Status is based only on the frozen synthetic evidence named in the row.

ID	REQUIREMENT	EXACT CITATION	EVIDENCE REVIEWED	STATUS	PRIORITY	OWNER	CONF.	FINDING
R-01	Record actual installed HVAC work, including piping, ductwork, equipment, controls and concealed valve locations.	CKTP Final Specs, Jan 2026; PDF 267 / printed 23 05 05-1; Section 23 05 05 1.3.A-C.	SYN-REC-M-001 Redlines, Rev 3	DEFICIENT	Medium	Project Engineer	High	Valve locations and actual ERV model are not recorded.
R-02	Revise record specifications to show actual manufacturer/model and project changes.	CKTP Final Specs, Jan 2026; PDF 267 / printed 23 05 05-1; Section 23 05 05 1.3.D-E.	SYN-REC-SPEC-001, Rev 1	PRESENT	Low	Project Engineer	High	Addenda, substitution and CO-04 are incorporated.
R-03	Submit completed O&M; manuals 15 days before final inspection; submit two revised final sets within 10 days after final inspection.	CKTP Final Specs, Jan 2026; PDF 152 / printed 01 78 00-1; Section 01 78 00 1.3.B.3-4.	SYN-OM-000 Draft Transmittal	PRESENT	Medium	Project Manager	High	Draft was issued 20 days before the scheduled final inspection. Final-set timing remains future.
R-04	Organize O&M; manuals with a primary index, supplier/service directory and sections aligned to the specification.	CKTP Final Specs, Jan 2026; PDF 268 / printed 23 05 05-2; Section 23 05 05 1.4.B-D.	SYN-OM-001 Manual Draft	DEFICIENT	Medium	Closeout Lead / PM	High	No supplier directory; content is grouped by system rather than specification section.
R-05	Mark product literature to identify the specific product, component, model and option furnished.	CKTP Final Specs, Jan 2026; PDF 268 / printed 23 05 05-2; Section 23 05 05 1.4.E.	SYN-OM-001 Manual Draft	DEFICIENT	Medium	Equipment Vendor	High	ACU-1 is marked; ERV-1 family literature is unmarked.
R-06	Provide the final TAB report in the O&M; manual and complete TAB before substantial completion.	CKTP Final Specs, Jan 2026; PDF 285 / printed 23 05 93-2; Section 23 05 93 1.4.C and 1.4.E.	SYN-TAB-000 Draft Plan only	MISSING	High	TAB Agency / PM	High	No final measured report or final instrument/calibration list was found.
R-07	Use factory-authorized startup representation where required and include certifications, checklists, written reports and test data in O&M;.	CKTP Final Specs, Jan 2026; PDF 269 / printed 23 05 05-3; Section 23 05 05 3.1.A-C.	SYN-START-001 Startup Register	DEFICIENT	High	ERV Vendor / PM	High	ACU-1 is complete; ERV-1 startup report/test data are absent.
R-08	Include equipment/system test certificates and reports in the O&M; record.	CKTP Final Specs, Jan 2026; PDF 268 / printed 23 05 05-2; Section 23 05 05 1.4.F.2.e.	SYN-QA-001 Test Certificate Register	MISSING	High	Superintendent / PM	High	No applicable leakage, pressure-test or treatment certificates were found.
R-09	Submit executed warranties/bonds in proper form and include originals in the O&M; manual within the required closeout timing.	CKTP Final Specs, Jan 2026; PDF 152 / printed 01 78 00-1, 1.3.C.2; PDF 156 / printed 01 78 00-5, 3.6.A-F.	SYN-WAR-001 Warranty Register	CONFLICTING	High	Project Manager	High	Warranty start dates conflict with the synthetic substantial-completion date and one letter has no date.
R-10	Provide a training agenda, schedule and proposed representatives at least 30 days before instruction.	CKTP Final Specs, Jan 2026; PDF 269 / printed 23 05 05-3; Section 23 05 05 1.5.A.	SYN-TRN-001 Training Agenda	PRESENT	Medium	Project Manager	High	Agenda was issued more than 30 days before the scheduled training.
R-11	Record instruction date, topics and attendance on the training checklist and include the completed checklist in O&M;.	CKTP Final Specs, Jan 2026; PDF 269 / printed 23 05 05-3; Section 23 05 05 1.5.B-C.	SYN-TRN-002 Checklist Draft	DEFICIENT	Medium	Training Lead / PM	High	Completion date and attendee names/signatures are blank; checklist is not in O&M;.
R-12	Include as-installed controls diagrams/settings, sequence of operation, damper calibration and CO2 sensor calibration protocol.	CKTP Final Specs, Jan 2026; PDF 154-155 / printed 01 78 00-3 to -4; Section 01 78 00 3.4.E-F and 3.4.J.	SYN-CTL-001 As-Installed Controls	PRESENT	Medium	Controls Contractor	High	Required controls content is represented in the frozen synthetic set.

Status rules: Present = evidence visibly satisfies the cited requirement; Missing = no responsive evidence found; Deficient = evidence exists but fails an explicit element; Conflicting = evidence sources disagree and client direction is required.

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Gap register and action sequence

Priority reflects deadline, third-party dependency and rework risk - not legal importance. Owners are roles, not assertions about any real person.

GAP	REQ.	GAP STATEMENT	STATUS	PRIORITY	ACTION OWNER	REQUIRED ACTION	DUE POINT	EXACT CITATION	CONF.
G-01	R-06	Final TAB report not found; draft plan is not final evidence.	MISSING	High	TAB Agency / PM	Obtain certified final report plus final instrument/calibration list; insert in O&M.;	Before substantial completion	PDF 285; 23 05 93 1.4.C,E	High
G-02	R-07	ERV-1 startup report and test data not found.	DEFICIENT	High	ERV Vendor / PM	Obtain factory-authorized startup certification, checklist and written report/test data.	Before training/final O&M;	PDF 269; 23 05 05 3.1.A-C	High
G-03	R-09	Warranty start dates conflict with synthetic substantial completion date.	CONFLICTING	High	Project Manager	Confirm controlling start date; reissue/complete letters and index originals in O&M.;	Before final payment application	PDF 152, 156; 01 78 00 1.3.C.2, 3.6	High
G-04	R-08	Required mechanical test certificates are not in the frozen set.	MISSING	High	Superintendent / PM	Confirm applicable tests; collect signed reports/certificates or document valid N/A basis.	Before final O&M;	PDF 268; 23 05 05 1.4.F.2.e	High
G-05	R-01	Record drawings omit concealed valves and actual ERV model.	DEFICIENT	Medium	Project Engineer	Update M-series redlines and equipment schedule; complete independent drawing check.	Before record-document submission	PDF 267; 23 05 05 1.3.A-C	High
G-06	R-04/R-05	O&M; lacks supplier directory/spec ordering; ERV literature is unmarked.	DEFICIENT	Medium	Closeout Lead / Vendor	Re-index by specification section, add contacts, and mark installed ERV model/options.	Before revised final sets	PDF 268; 23 05 05 1.4.B-E	High

1 - THIRD-PARTY EVIDENCE	2 - CLIENT DECISIONS	3 - PACKAGE CLEANUP
TAB final, ERV startup and test certificates. These can have the longest lead time.	Resolve warranty dates and confirm which tests are applicable.	Then complete redlines, re-index O&M; and mark installed product literature.

Decisions, assumptions and audit trail

CLIENT DECISIONS REQUIRED

- D-01.** Confirm the contractual warranty start date for ACU-1, ERV-1 and controls; direct reissue of inconsistent letters.
- D-02.** Confirm which leakage, pressure, water-treatment and equipment tests apply to the installed synthetic scope.
- D-03.** Confirm whether supplier/service contacts must be project-specific or regional contacts.
- D-04.** Confirm whether the ERV model change has an approved substitution/RFI and identify the controlling record source.

ASSUMPTIONS

- A-01.** The synthetic manifest frozen November 2, 2026 is complete for the demonstration.
- A-02.** The real Kitsap County specification is used as a representative requirement source, not as the contract for the fictional project.
- A-03.** Evidence status is a document determination only; no installed condition was checked.
- A-04.** Page references state PDF page first and printed section page second where available.

METHOD

1. Freeze the requirement and evidence manifest.
2. Extract one auditable obligation per matrix row.
3. Search the frozen evidence for direct support.
4. Classify Present, Missing, Deficient or Conflicting.
5. Assign priority, action owner and confidence.
6. Human-check every gap and exact citation.

SOURCE OF REQUIREMENTS

Kitsap County, Central Kitsap Treatment Plant HVAC Upgrades, Final Specifications, January 2026, formal bid 2026-006.

Public source URL:
https://www.kitsap.gov/das/Documents/2026-006%20CKTP%20HVAC%20Upgrade_Final%20Specs_1.22.26.pdf

Key sections used: 01 70 00 Closeout Procedures; 01 78 00 Closeout Submittals; 01 91 13 General Commissioning Requirements; 23 05 05 Basic Requirements for HVAC; 23 05 93 Testing, Adjusting, and Balancing for HVAC.

LIMITS: This demonstration is not a compliance certificate, field verification, legal/contract interpretation, submission service or guarantee of architect/GC/owner acceptance, final payment or retainage release.