

## **SECTION 01770 - CLOSEOUT PROCEDURES**

### **PART 1 - GENERAL**

#### 1.1 Summary:

- A. Provide an orderly and efficient transfer of completed Work to Owner.

#### 1.2 Related Sections:

- A. Documents affecting Work of this Section include General Conditions, and Sections in Division 1 of these Specifications.
- B. Activities relative to Contract closeout are described in Articles 3 and 9 of General Conditions.
- C. "Substantial Completion" is defined in Paragraph 9.8.1 of General Conditions.

#### 1.3 Quality Assurance:

- A. Prior to requesting inspection by Architect, use adequate means to assure that Work is completed in accordance with specified requirements and is ready for requested inspection.

### **PART 2 - PRODUCTS (not used)**

### **PART 3 - EXECUTION**

#### 3.1 Substantial Completion:

- A. Prepare and submit list required by first sentence of Paragraph 9.8.2 of General Conditions.
- B. Within reasonable time after receipt of list, Architect will inspect to determine status of completion.
- C. Should Architect determine that Work is not substantially complete:
  - 1. Architect will promptly so notify Contractor, in writing, giving reasons therefore.
  - 2. Contractor shall remedy deficiencies and notify Architect for reinspection within seven (7) working days.
  - 3. Architect will reinspect Work.
  - 4. If Architect determines Work is still not complete Contractor shall remedy deficiencies within seven (7) working days and notify Architect for reinspection. Contractor shall be required to reimburse Architect for additional inspection services.
- D. When Architect concurs that Work is substantially complete:
  - 1. Architect will prepare a "Certificate of Substantial Completion," on AIA form G704, accompanied by Contractor's list of items to be completed or corrected, as verified by Architect.
  - 2. Architect will submit Certificate to Owner and to Contractor for their written acceptance of the responsibilities assigned to them in Certificate.

- E. Prior to issuance of Certificate of Substantial Completion, the following actions must be performed:
1. Resolution of Contractor's Punch List items to satisfaction of Owner and Architect.
  2. Inspection of fire suppression systems by State Fire Marshall's office and Insurance Rating Bureau, including correction of any cited deficiencies.
  3. Fully operate, test and adjust heating, ventilating and air conditioning (HVAC) systems and components, including air balance and noise level testing, and correct deficiencies, anomalies and deviations from Contract Documents and manufacturers' recommendations.
  4. Fully operate, test and adjust electrical systems as necessary to comply with applicable codes and requirements of electric service utility.
  5. Provide on-site demonstrations, and operating and maintenance instructions to Owner's personnel for all mechanical and electrical systems. Make operating and maintenance manuals available at this time. Demonstrations shall be recorded by Contractor and 3 – DVD's turned over to Owner.
  6. Notify applicable utility companies to terminate temporary services.
  7. Secure occupancy permits from permitting authorities.
  8. Obtain applicable Health Department inspections and permits.
  9. Deliver warranties to Owner.
  10. Remove debris and trash from project site.
  11. Final county approval and close out of stormwater management and sediment control permits are required before contract completion is achieved for stormwater management Work.

3.2 Final Completion:

- A. Prepare and submit notice required by first sentence of Paragraph 9.10.1 of General Conditions.
- B. Verify that Work is complete including, but not necessarily limited to, items mentioned in Paragraph 9.10.2 of General Conditions.
- C. Certify that:
  1. Contract Documents have been reviewed;
  2. Work has been inspected for compliance with Contract Documents;
  3. Work has been completed in accordance with Contract Documents;
  4. Equipment and systems have been tested as required, and are operational;
  5. Work is completed and ready for final inspection.
- D. Architect will make an inspection to verify status of completion.

- E. Should Architect determine that Work is incomplete or defective:
  - 1. Architect will promptly so notify Contractor, in writing, listing incomplete or defective Work.
  - 2. Contractor shall remedy deficiencies and notify Architect when ready for reinspection within seven (7) working days.
- F. When Architect determines that Work is acceptable under Contract Documents, will request Contractor to make closeout submittals.

3.3 Closeout submittals include:

- A. Project Record Documents described in Section 01781 of these Specifications;
- B. Operation and maintenance data for items so listed in pertinent Sections of these Specifications, and for other items when so directed by Architect; and video record of demonstrations. Operations and maintenance manuals should show the applicable warranty dates.
- C. Warranties and bonds;
- D. Keys and keying schedule;
- E. Spare parts and materials extra stock;
- F. Evidence of compliance with requirements of governmental agencies having jurisdiction including, but not necessarily limited to:
  - 1. Certificates of Inspection.
  - 2. Certificates of Occupancy.
- G. Certificates of Insurance for products and completed operations.
- H. Evidence of payment and release of liens, in duplicate;
- I. List of subcontractors, service organizations, and principal vendors, including names, addresses, and telephone numbers where they can be reached for emergency service at all times including nights, weekends, and holidays.

3.4 Final adjustment of accounts:

- A. Submit a final statement of accounting to Architect, showing adjustments to Contract Sum.
- B. If required, Architect will prepare a final Change Order showing adjustments to Contract Sum which were not made previously by Change Orders.

3.5 Instruction:

- A. Instruct Owner's personnel in proper operation and maintenance of systems, equipment, and similar items which were provided as part of Work.

3.6 Warranties and Bonds:

ONE YEAR PERIOD IS FOR CORRECTION OF WORKS; IT IS NOT THE WARRANTY OR GUARANTEE.

- A. Paragraph is cross referenced in Section 01786 Paragraph 3.3 End of Warranty Inspection:
- B. Contractor shall arrange to meet with Architect and Owner within 30 calendar days prior to specified end of guarantee period for purpose of assimilating a list of items which require correction under specific guarantees.
  - 1. Should Contractor be unable or fail to schedule such a meeting, guarantees shall be automatically extended until such time as meeting takes place and Contractor shall be fully responsible for correcting such deficiencies as if they occurred under original guarantee period.

**END OF SECTION**