

## **SECTION 01 77 00 - CLOSEOUT PROCEDURES**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### **1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for contract closeout including, but not limited to inspection procedures, Project record drawings, operation and maintenance manuals; warranties and other closeout submittals, and final clean up.
- B. See Division 01 Section - Submittal Procedures and Divisions 21, 22, 23, and 26 for additional requirements.

#### **1.3 RELATED WORK**

- A. Related Work of Other Sections:
  - 1. Division 01 Section "Payment Procedures" for requirements for Applications for Payment for Substantial and Final Completion.
  - 2. Division 01 Section "Photographic Documentation" for submitting Final Completion construction photographs and negatives.
  - 3. Division 01 Section "Submittal Procedures" for administrative submittal requirements and submittal procedures.
  - 4. Division 01 Section "Execution" for progress cleaning of Project site.
  - 5. Division 01 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
  - 6. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
  - 7. Division 01 Section "Demonstration and Training" for requirements for instructing Owner's personnel.
  - 8. Divisions 02 through 49 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

#### **1.4 SUBMITTALS**

- A. Record Drawings: Submit one set of record drawings maintained at the Project Field Office, marked to accurately show all changes to the Contract Documents, including horizontal locations and vertical depths of underground services, utilities and other improvements; location of internal services and appurtenances concealed in construction referenced to visible features of construction; and field changes not on original Contract Documents.
- B. Operation and Maintenance Manuals: Submit (3) three sets of operation instructions and maintenance manuals in an indexed and tabbed loose leaf binder form, including but not limited to:

1. Manufacturer's catalogs, drawings, diagrams, performance data and rating tables, and other instructions to clearly show operation, function, and specific instructions for operation, adjustment, maintenance, and emergency instructions for each equipment item and each system.
2. Manufacturer's equipment identification including model number, serial number, parts list with part numbers, list of recommended stock of parts, and location and phone number of local parts and service centers for each equipment item.
3. Piping diagram, valve list and directory.
4. Complete wiring diagrams for each equipment item and for control systems, sufficient to permit troubleshooting and maintenance.
5. Manufacturer's product and equipment warranties, guarantees, and bonds.
6. Schedule of finishes including manufacturer's name address and phone number, material type, product designation name, number, color and pattern, as appropriate, for each finish material including, but not limited to stone, transparent wood finish, plastic laminate, finish hardware, glazing material, tile, resilient flooring and base, carpeting, acoustical ceilings, special coatings, paints, wall coverings and toilet accessories.

#### **1.5 FINAL CLEAN-UP PROCEDURES**

- A. Prior to substantial completion inspection and the Owner's occupancy of the Work, clean all areas of the building and Project Site. Perform cleaning operations in strict accordance with manufacturer's written recommendations, using products approved by the manufacturer for the material being cleaned. These operations include, but are not limited to:
1. Broom cleaning of all exposed concrete floors.
  2. Removing all trash and debris from the Site and providing legal disposal.
  3. Removing all surplus materials, tools not in active use, scaffolding, and other materials no longer needed.
  4. Cleaning all exposed unpainted metals.
  5. Cleaning all doors and hardware.
  6. Cleaning all glass areas, exterior and interior.
  7. Cleaning all glass framing members, exterior and interior.
  8. Cleaning all ceramic tile walls and floors.
  9. Cleaning, waxing, and buffing of resilient flooring.
  10. Vacuuming all carpeted floors.
  11. Cleaning all toilet compartments, fixtures and accessories.
  12. Cleaning all exposed surfaces of light fixtures, including removal of construction dust, paint over spray, fingerprints, and similar soiling from light fixture bodies, reflectors, and both sides of light fixture lenses.

#### **1.6 SUBSTANTIAL COMPLETION PROCEDURES**

- A. When Contractor considers the Work is substantially complete, he shall submit to Architect a written completion notice that the Work is substantially complete, along with a list of items to be completed or corrected, and that he has performed the following:
1. Verified that all permits have been signed off and a copy of the filed application for "Certificate of Occupancy" has been submitted to Owner's Representative.
  2. Submitted required operation and maintenance manuals and test and balancing reports (at least 14 days prior to Date of Substantial Completion).
  3. Tested equipment and systems in the presence of the Owner's representative and confirmed that equipment and systems are operational.

4. Instructed Owner's personnel in operation, maintenance, adjustment, and emergency procedures for mechanical, electrical and other systems and equipment, using operation and maintenance manuals as a guide.
  5. Performed final clean up as specified.
  6. Delivered all keys to Owner and obtain receipt.
  7. Delivered spare parts and maintenance ("attic stock") materials as specified and obtain receipt.
  8. Delivered project warranty for general construction and special project warranties required by the Contract Documents. Forms for Project Warranty for General Construction and Special Warranty required by the various technical specification sections are given on the following pages.
- B. Within a reasonable time after receipt of such notice, Architect and engineer, as appropriate, will make an inspection to determine the status of completion.
- C. Architect or engineer determine that the Work is not substantially complete, Architect will promptly notify the Contractor in writing, giving the reasons therefore.
- D. Contractor shall remedy the deficiencies in the Work, and send a second written completion notice to the Architect.
- E. Architect or engineer, as appropriate, will reinspect the Work. When Architect and engineer concur that the Work is substantially complete, the Architect will:
1. Prepare a Certificate of Substantial Completion on AIA Form G704, accompanied by Contractor's list of items to be completed or corrected, as verified and amended by the Architect and engineer.
  2. Submit the Certificate to Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate, including time limits for completion and correction of Work.
- F. If the Contractor requires the Architect to reinspect the Work more than twice before the Project is substantially complete, the Owner reserves the right to withhold moneys due the Contractor to cover Architect's additional services beyond the second inspection, for all inspections between the first and last inspections.
- G. Failure to include any item in the "punchlist" does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.
- H. The Architect and Owner may review and amend the list of items to be completed or corrected and append the "punchlist" of the Certificate of Substantial Completion at any time before Contractor's final Notice of Completion.

## **1.7 FINAL COMPLETION PROCEDURES**

- A. When Contractor considers the Work is complete, he shall submit written Notice of Completion and certification to the Architect that Contractor has:
1. Reviewed the Contract Documents.
  2. Inspected the Work for compliance with Contract Documents.
  3. Completed the Work in accordance with Contract Documents or describe in detail, work remaining to be completed and when it will be complete and ready for inspection.
  4. Performed clean up subsequent to completion of punch-list items.

5. Delivered evidence of payment and release of liens and consent(s) of surety as required by General Conditions, and Certificate of Insurance for Products and Completed Operations.
- B. Architect and engineer, as appropriate, will make an inspection to verify the status of completion with reasonable promptness after receipt of such certification.
- C. Should either Architect or engineer consider that the Work is incomplete or defective:
  1. Architect will promptly notify the Contractor in writing, listing the incomplete or defective work.
  2. Contractor shall take immediate steps to remedy the stated deficiencies, and send a second written certification to Architect that the Work is complete.
  3. Architect and engineer, as appropriate, will reinspect the Work.
- D. When the Architect and engineer, as appropriate, find that the Work is acceptable under the Contract Documents, the Architect will request the Contractor to make closeout submittals.
- E. If the Contractor requires the Architect to reinspect the Work more than twice before the Project is finally complete, the Owner reserves the right to withhold moneys due the Contractor to cover Architect's additional services beyond the second inspection, for all inspections between the first and last inspections.
- F. Final Completion Submittals: Deliver to the Architect for transmittal to the Owner the following documents, properly executed, in one package, prior to, or with the request for final payment.
  1. Submitted required record drawings (at least 14 days prior to Final Completion).
  2. Contractor's Affidavit of Payment of Debts and Claims.
  3. Contractor's Affidavit of Release of Liens.
  4. Consent of Surety to Final Payment.
  5. Consent of Surety to Reduction in or Partial Release of Retainage.
  6. Certificates of Insurance for Products and Completed Operations.

**PART 2 - PRODUCTS**

(NOT USED)

**PART 3 - EXECUTION**

(NOT USED)

**END OF SECTION 01 77 00**