

SECTION 017700
CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 GENERAL PROVISIONS

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.

1.2 DESCRIPTION OF WORK

- A. The Work of this Section includes, but is not limited to, requirements for the following procedures:
1. Final cleaning
 2. Temporary and trial usage
 3. Warranties and bonds
 4. Closeout requirements
 5. Inspection and Submittals for Substantial Completion
 6. Monetized Punch List Inspections
 7. Final Inspection and Submittals
 8. Final application and certificate for payment
 9. Post-construction inspection
- B. Sustainable Design Intent: Refer to Section 018113 - SUSTAINABLE DESIGN REQUIREMENTS.
- C. Related Work includes, but is not limited to, the following Work under other Sections:
1. Dates for Substantial Completion and Final Completion: Section 002113 – INSTRUCTIONS TO BIDDERS.
 2. Procedures related to Architect's additional services if required to complete closeout of Project: Section 011400 – WORK RESTRICTIONS
 3. Construction schedule requirements: Section 013200 – CONSTRUCTION PROGRESS DOCUMENTATION.
 4. Temporary facilities to be removed at the end of the Project: Section 015000 – TEMPORARY FACILITIES AND CONTROLS.
 5. Documents to be submitted as part of Closeout Requirements: Section 017839 – PROJECT RECORD DOCUMENTS
 6. Verification of performance of mechanical and electrical systems: Section 018100 – COMMISSIONING.

1.3 SUBMITTALS

- A. Warranties and Bonds: As specified herein.

- B. Punch Lists: As specified herein.
- C. Submittals for Substantial Completion: As specified herein.
- D. Final Submittals: As specified herein.

PART 2 - PRODUCTS

2.1 Cleaning materials

- A. Refer to Section 011400 WORK RESTRICTIONS for cleaning materials.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. Before final inspection, thoroughly clean the entire exterior and interior areas of the building where construction work has been performed, the immediate surrounding areas, and corridors, stairs, halls, storage areas, temporary offices, and toilets.
 - 1. Allow adequate time in Construction Schedule to perform thorough final cleaning of entire Project.
- B. Refer to Section 011400 WORK RESTRICTIONS for general requirements for cleaning and for cleaning products, and refer to individual specification sections for cleaning requirements for particular products.
- C. Employ experienced workmen or professional cleaners for final cleaning operations.
- D. Remove all construction facilities, debris, and rubbish from the Owner's property and legally dispose of same beyond site limits.
- E. Broom clean exterior paved surfaces, and rake clean other surfaces of the grounds.
- F. Sweep, dust, wash, and polish all finished surfaces. This includes cleaning of the Work of all finished trades where needed, whether or not cleaning for such trades is included in their respective Sections.
- G. Remove grease, mastic, adhesives, dust, dirt, stains, fingerprints, labels, and other foreign materials from exposed interior and exterior surfaces.
- H. Leave pipe and duct spaces, chases, and furred spaces thoroughly clean.
- I. Wash and polish all new glass on both sides, such Work shall be performed by a contractor specializing in a window cleaning work.
- J. Clean all ceilings, wall surfaces, floors, window and door frames, hardware, metal work, glass, glazing, enameled metals, and the like.

- K. Repair, patch and touchup marred surfaces to specified finish, to match adjacent surfaces.
- L. Each Subcontractor for mechanical and electrical work, including Plumbing, HVAC, Fire Protection, and Electrical Work shall clean materials and equipment for which they are responsible, leaving the Work in a finished and clean state.
- M. For each mechanical unit that has been in operation during construction, Contractor shall clean permanent filters and replace disposable filters with new filters as specified for that mechanical unit, and shall also clean ducts, blowers and coils associated with that unit.
- N. Prior to final completion, Contractor shall conduct an inspection of sight-exposed interior and exterior surfaces and all work areas, to verify that the entire Work is clean.
- O. Owner will assume responsibility for cleaning as of time designated on Certificate of Substantial Completion for Owner's acceptance of Work or portion thereof.

3.2 TEMPORARY AND TRIAL USAGE

- A. Temporary or trial usage by Owner of any mechanical device, machinery, apparatus, equipment, or any Work or materials supplied under the Contract before final completion and written acceptance by the Architect shall not be construed as evidence of acceptance as same.
- B. The Owner reserves the privilege of such temporary or trial usage for such reasonable time as required to properly test such item. Claims for damages due to injury to or breaking of any parts of such Work, when the determined cause is weakness or inaccuracy of structural parts, defective material or workmanship, will not be allowed.
- C. If the Owner so requests, place an approved person or persons to instruct and assist in such trial usage and bear the costs therefore. Trials shall be made under the Architect's supervision.

3.3 WARRANTIES AND BONDS

- A. Compile specified warranties and bonds, review to verify compliance with Contract Documents, and submit to Architect for review and subsequent transmittal, if approved, to the Owner.
- B. Assemble two original signed copies of warranties, bonds and service and maintenance contracts executed by Officers of each of the respective manufacturers, suppliers and subcontractors.
- C. Neatly type Table of Contents in orderly sequence. Provide complete information for each item:
 - 1. Product or work item identification.
 - 2. Manufacturing or supplying firm, with name of principal, address and telephone number.
 - 3. Scope of work and of warranty provided.
 - 4. Date of beginning of warranty, bond or service and maintenance contract. Commence upon date of Substantial Completion.
 - 5. Duration of warranty, bond or service maintenance contract. (In no case less than one (1) year).
 - 6. Information for Owner's personnel:
 - a. Proper procedure in case of failure.

- b. Instances which might affect validity of warranty or bond.
- 7. Contractor, name of responsible principal, address and telephone number.
- D. Form of Submittals: Prepare in duplicate packets and in the following format:
 - 1. Size: 8-1/2" x 11". Punch sheets for 3-ring binder. Z-Fold larger sheets to fit into binders.
 - 2. Cover: Identify each packet with types or printed title "WARRANTIES AND BONDS". List Title of Project, Date and Name of Contractor.
 - 3. Binders: Commercial quality, three-"D"-ring, with durable and cleanable plastic covers.
- E. Time of Submittals:
 - 1. For equipment or component parts of equipment put into service during progress of construction, submit documents within ten (10) days after inspection and acceptance. Otherwise, make submittals before Date of Substantial Completion.
 - 2. For items of Work where acceptance is delayed materially beyond the Date of Substantial Completion, provide updated submittal within ten days after acceptance, listing the date of acceptance as the start of the warranty period.
- F. Submittals Required: Submit warranties, bond, service and maintenance contracts as specified in the respective Sections of the Specifications.

3.4 CLOSEOUT REQUIREMENTS

- A. Punch List: When the Contractor submits a complete list of items to be completed or corrected in accordance with subparagraph 9.8.2 of the GENERAL CONDITIONS and the Architect receives the list, the Architect will make an inspection to determine whether the Work or designated portion is substantially complete. The Contractor shall submit a schedule indicating when each item will be completed.
- B. If the Architect determines that the Contractor's list is not complete, the Architect will notify the Contractor. The Contractor shall provide a complete list before the Architect will complete his inspection.
- C. If the Architect's inspection discloses any item whether or not included on the Contractor's list, which is not in accordance with the requirements of the Contract Documents, the Architect will add the item to the list and will issue a punch list of items to be completed or corrected before final payment will be made. Such punch list shall not be construed as all-inclusive of the work which the Contractor will be required to perform before final payment.
- D. Substantial Completion: Architect will prepare and issue a Certificate of Substantial Completion, AIA G704, complete with signatures of Owner and Contractor, accompanied by list of items to be completed or corrected, as verified and amended by the Architect. Architect will not issue certificates of Substantial Completion until the items listed below in Articles 3.05 and 3.06 have been completed and submitted.

3.5 INSPECTION for substantial completion

- A. In preparation for Substantial Completion, the Contractor shall submit written certification 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 in presence of Owner's Representative and are operational.
 5. Work is completed, and ready for inspection.
- B. Architect will begin inspection within seven (7) days after receipt of above referenced Contractor's Certification.
- C. Should the Architect consider the Work is substantially complete in accordance with requirements of Contract Documents, the Architect will request Contractor to make Project Closeout submittals.
- D. Should the Architect consider that the Work is not substantially complete:
1. The Architect will notify Contractor, in writing, stating reasons.
 2. Contractor shall take immediate steps to remedy the stated deficiencies, and send second written notice to the Architect certifying that the Work is complete.
- 3.6 SUBMITTALS FOR SUBSTANTIAL COMPLETION
- A. Contractor shall submit the following items at Substantial Completion:
1. Operating and Maintenance Data.
 2. Schedule for training and instruction on new mechanical and electrical systems.
 3. Guarantees and Warranties.
 4. Keys and keying schedule.
 5. Spare Parts and Maintenance Materials.
 6. Roofing Guarantee and Flashing Endorsement.
 7. Evidence of Compliance with requirements of governing authorities.
 8. Punch list with schedule.
 9. Final Record Documents
- B. Evidence of compliance with authorities' requirements shall include:
1. Certificates of compliance for flame and smoke, and fire rating.
 2. Certificates of Inspection:
 - a. Mechanical
 - b. Electrical
 3. Certificate of Occupancy
- C. Submit Certificate of Insurance for products and completed operations.
- D. Instructions: Instruct Owner's personnel in the operation of all systems, mechanical, electrical and other equipment.

3.7 monetized punchlist inspections

- A. Within 30 days of Substantial Completion, the Architect will produce a Monetized Punch List that assigns a monetary value to each item remaining incomplete or incorrect.
- B. The Contractor may request two inspections by the Architect after receipt of the Monetized Punch List, for the purpose of documenting progress toward completion of items on the List.
 - 1. If the Architect is required to inspect the Work more than twice prior to establishment of Final Completion, the Contractor shall be responsible to the Owner for costs for Additional Services of the Architect to perform additional inspections, until the Work is considered Finally Complete.
 - 2. Refer to Section 011400 – WORK RESTRICTIONS, for procedures required in cases where Contractor is responsible for costs for Additional Services of the Architect.

3.8 FINAL INSPECTION

- A. The Contractor shall complete or correct all remaining items on the Monetized Punch List in accordance with the time limits stated in the General Conditions.
- B. Certification of Final Completion: When the Contractor considers that all of the items on the Monetized Punch List have been completed or corrected, the Contractor shall submit written certification that the items on the Monetized Punch List have been completed and corrected. This certification shall include a copy of the Monetized Punch List with the following information added:
 - 1. Indicate beside each item the date when the item was completed or corrected and,
 - 2. In the case of items completed by subcontractors or sub-subcontractors, the name of the Subcontractor or Sub-subcontractor.
- C. The Architect will begin inspection within seven (7) days after receipt of such certification, to determine whether items on the Punch List have been completed.
 - 1. Should the Architect determine that the Work is not complete after receipt of the certification of Final Completion, the Contractor shall be responsible to the Owner for costs for Additional Services of the Architect to perform additional inspections, until all items on the Punch List are completed.
 - 2. Refer to Section 011400 – WORK RESTRICTIONS, for procedures required in cases where Contractor is responsible for costs for Additional Services of the Architect.

3.9 FINAL SUBMITTALS

- A. Contractor's Affidavit of Payment of Debts and Claims, AIA G706.
- B. Contractor's Affidavit of Release of Liens, AIA G706A, with:
 - 1. Consent of Surety to Final Payment: AIA G707.
 - 2. Contractor's release or waiver of liens.
 - 3. Separate releases or waivers of liens for subcontractors, suppliers and others with lien rights against property of Owner, together with list of those parties.

- C. All submittals shall be duly executed before delivery to the Architect.

3.10 FINAL APPLICATION AND CERTIFICATE FOR PAYMENT

- A. Contractor shall submit final application for payment in accordance with requirements of the GENERAL CONDITIONS.
- B. Architect will issue final certificate in accordance with provisions of Conditions of the Contract.
- C. Prior to issuance of the Certificate for Final Payment by the Architect, all requirements contained in this Paragraph entitled "Closeout Requirements" and other requirements of the Conditions of the Contract shall be executed, received and approved by the Architect.

3.11 POST-CONSTRUCTION INSPECTION

- A. Prior to expiration of one year from Date of Substantial Completion, the Owner's Project Manager will make visual inspection of Work in company with Owner and Contractor to determine whether correction of Work is required, in accordance with provisions of GENERAL CONDITIONS.
- B. For guarantees beyond one year, the Owner's Project Manager will make inspection at request of Owner after notification to Contractor.
- C. Owner's Project Manager will promptly notify Contractor in writing of any observed deficiencies.

END OF SECTION