

SECTION 01 7700
CLOSEOUT PROCEDURES

PART 1 GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
1. Inspection procedures.
 2. Project Record Documents.
 3. Warranties.
 4. Instruction of Owner's personnel.
 5. Final cleaning.

1.2 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
1. Prepare a list of items to be completed and corrected as iterated in hereinbelow, the value of items on the list, and reasons why the Work is not complete.
 2. Advise Owner of pending insurance changeover requirements.
 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, and similar final record information.
 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
 7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 8. Complete startup testing of systems.
 9. Submit test/adjust/balance records.
 10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 11. Advise Owner of changeover in heat and other utilities.
 12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
 13. Complete final cleaning requirements, including touchup painting.
 14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

2. Results of completed inspection will form the basis of requirements for Final Completion.

1.3 PUNCH LIST REQUIREMENTS AND PROCEDURES

A. Definitions:

1. General Contractor's Punch List: Complete list of incomplete and incorrect Work prepared by the General Contractor prior to request of Architect's inspection for Certification of Substantial Completion. As a minimum the List shall include the following information for each work item:
 - a. Location identification organized by Building, Area, Room Number, or combination thereof as appropriate to project.
 - b. Clear identification of each incomplete work item and non-conforming work items, including all subcontractor's work.
 - c. Estimated value of each incomplete and non-conforming work item. Retainage value will be set at 200 percent estimated value.
 - 1). Include photograph of each item.
 - 2). Include back-up financial information for each item.
 - d. A short statement of why work is not complete.
 - e. Identify subcontract responsibility, as appropriate to each item.
2. Architect's Punch List: A list of incomplete and non-conforming Work prepared by the Architect, which modifies the General Contractor's Punch List, following review and acceptance of the General Contractor's Punch List.

- #### B. Pre-Closeout requirements: Prior to requesting initial Architect's inspection for Certification of Substantial Completion, submit to the Architect a full and complete list of all non-conforming and incomplete work items (General Contractor's Punch List).

C. Punch list procedures at Substantial Completion:

1. Architect will review submitted General Contractor's Punch List and determine whether it is suitable to proceed with the Substantial Completion Process.
 - a. If the Architect determines that the amount of completed work is insufficient to be considered for Substantial Completion, the Architect will not proceed with the Punch lists process until sufficient completion of the Project is achieved.
 - b. The Architect will review the General Contractor's Punch List and if the Architect determines that it does not reflect proper identification of the incomplete, and nonconforming work, he/she will request revision and resubmission of the General Contractor's Punch List.
 - c. If the Architect determines that the amount of work indicated on the General Contractor's Punch List is excessive, the Architect will suspend its review until the scope of Work identified in the General Contractor's Punch is reduced to a level satisfactory to the Architect.
 - d. When the Architect reviews and accepts the General Contractor's Punch List as being an accurate reflection of incomplete and incorrect work; the Architect will prepare and issue to the General Contractor the "Architect's Punch List".
 - 1). The Architect's Punch List will be based on the General Contractor's Punch List with modifications and additions as may be required.
 - 2). The Architect's Punch List includes Work which must be completed and corrected prior to Final Completion.
2. Upon receipt of the Architect's Punch List, the General Contractor shall immediately distribute the list to all subcontractors.

- #### D. Completion of Punch List Work: Make reasonable efforts to ensure that all "Architect's Punch List"

items are completed or corrected within 14 calendar days from the date of the Architect's Punch List" or within the Contract Time, whichever is earlier.

E. Architect's Final Inspection and review of Punch List Work:

1. After General Contractor certification that all punch list Work has been properly completed the Architect will then perform the Final Inspection.
 - a. Incomplete Items: If the Architect discovers any incomplete or incorrect "Architect's Punch List" items or any other deficiency in the work, the Architect will prepare a "Revised Punch List" which may also include other incomplete Contract requirements such as record documents, owner's operation and maintenance manuals, warranties, and other Contract requirements. Architect's site reviews of the Work for this "Revised Punch List" and any subsequent revised Punch Lists shall be performed as additional service to Owner, back-charged to the General Contractor.
 - b. The Architect may assign a dollar value for each item of incomplete or incorrect work remaining.

F. Additional Inspections and related additional services fee: The Architect and the Architect's consultants will provide two site inspections, one at Substantial Completion, and one to confirm that the "Architect's Punch List" has been completed.

1. "Revised Punch List: If the Architect prepares and issues a "Revised Punch List because of the General Contractor's failure to complete the Work, then the Owner shall compensate the Architect and the Architect's consultants for their additional services and additional inspections. The payment for additional services and inspections will be backcharged to General Contractor. The Owner will deduct the amount of the Architect's additional services fee from final payment to the General Contractor by Change Order.

1.4 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:

1. Submit a final Application for Payment.
2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training videotapes.

B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.5 PROJECT RECORD DOCUMENTS

A. General: Do not use Project Record Documents for construction purposes. Protect Project Record Documents from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.

- B. Record Drawings: Maintain and submit marked up PDF of Contract Drawings and Shop Drawings.
 - 1. Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - a. Give particular attention to information on concealed elements that cannot be readily identified and recorded later.
 - b. Accurately record information in an understandable drawing technique.
 - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
 - d. Mark Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately.
 - 2. Use colors to distinguish between changes for different categories of the Work at the same location.
 - 3. Mark important additional information that was either shown schematically or omitted from original Drawings.
 - 4. Note Construction Change Directive numbers, Change Order numbers, alternate numbers, and similar identification where applicable.
 - 5. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location. Include identification on cover sheets.
- C. Miscellaneous Record Submittals: Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual into a bookmarked PDF.

1.7 EVIDENCE OF PAYMENTS AND RELEASE OF LIENS

- 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. Separate Releases of 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 Architect.

1.8 FINAL ADJUSTMENT OF ACCOUNTS

- A. Submit final statement of accounting to Architect.
- B. Statement shall reflect all adjustments.

1. Original Contract Sum.
2. Additions and deductions resulting from:
 - a. Previous Change Orders.
 - b. Cash Allowances.
 - c. Unit Prices.
 - d. Other Adjustments.
 - e. Deductions for uncorrected Work.
 - f. Penalties and Bonuses.
 - g. Deductions for Reinspection Payments .
3. Total Contract Sum, as adjusted.
4. Previous Statements.
5. Sum remaining due.

- C. Architect will prepare final Change Order, reflecting approved adjustments to Contract Sum not previously made by Change Orders.

1.9 FINAL APPLICATIONS FOR PAYMENT

- A. Contractor shall submit Final Application in accordance with requirements of General Requirements and Supplementary General Requirements.

1.10 FINAL CERTIFICATE FOR PAYMENT

- A. Architect will issue Final Certificate of the Contractor's Final Application in accordance with provisions of General Requirements.
- B. Should completion be materially delayed through no fault of Contractor, Contractor may submit a Semi-Final Application for Payment, in accordance with provisions of General Requirements.

1.11 POST-CONSTRUCTION INSPECTION

- A. Prior to expiration of one year from Date of Substantial Completion, Architect will make visual inspection of Project in company with Owner and Contractor to determine whether correction of Work is required, in accordance with provisions of General Requirements.

PART 2 PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 EXECUTION

3.1 DEMONSTRATION AND TRAINING

- A. Instruction: Instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
1. Provide instructors experienced in operation and maintenance procedures.
 2. Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at the start of each season.
 3. Schedule training with Owner with at least seven days' advance notice.
 4. Coordinate instructors, including providing notification of dates, times, length of instruction, and course content.

- B. Program Structure: Develop an instruction program that includes individual training modules for each system and equipment not part of a system, as required by individual Specification Sections. For each training module, develop a learning objective and teaching outline. Include instruction for the following:
1. System design and operational philosophy.
 2. Review of documentation.
 3. Operations.
 4. Adjustments.
 5. Troubleshooting.
 6. Maintenance.
 7. Repair.

3.2 INSTRUCTION

- A. Complete start-up testing of systems, and instruction of Owner's operating/maintenance personnel. Arrange for each installer of work requiring continuing maintenance or operation, to meet with Owner's personnel at Project site, or at Owner's option, provide basic instructions needed for proper operation and maintenance of entire Work. Include instructions by manufacturer's representatives where installers are not expert in the required procedures. Review maintenance manuals, record documentation, tools, spare parts and materials, lubricants, fuels, identification system, control sequences, hazards, cleaning and similar procedures and facilities.
- B. For operational equipment, demonstrate start-up, shut-down, emergency operations, noise and vibration adjustments, safety, economy/efficiency adjustments, and similar operations. Review maintenance and operations in relation with applicable warranties, agreements to maintain, bonds, and similar continuing commitments.

3.3 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Sweep concrete floors broom clean in unoccupied spaces.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if

- visible soil or stains remain.
- j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - l. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - 1). Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 - m. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - n. Replace parts subject to unusual operating conditions.
 - o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - q. Clean ducts, blowers, and coils if units were operated without filters during construction.
 - r. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
 - s. Leave Project clean and ready for occupancy.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION

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