

SECTION 01 77 00 – CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Administrative provisions for Substantial Completion and for Final Acceptance.

1.2 RELATED REQUIREMENTS

- A. GENERAL CONDITIONS OF THE CONTRACT: Fiscal provisions, legal submittals, and additional administrative requirements.
- B. Section 002100 – SUPPLEMENTAL INSTRUCTIONS TO BIDDERS: Liquidated damages may be applicable
- C. Section 01 12 00 – MULTIPLE CONTRACT SUMMARY
- D. Section 01 74 00 – CONSTRUCTION WASTE MANAGEMENT AND CLEANING
- E. Section 01 78 10 – WARRANTIES AND BONDS
- F. Section 01 78 20 – SPARE PARTS AND MAINTENANCE MANUALS
- G. Section 01 78 39 – PROJECT RECORD DOCUMENTS
- H. Section 01 82 30 – OPERATION AND MAINTENANCE DATA

1.3 SUBSTANTIAL COMPLETION

- A. When Contractor considers his Work is substantially complete, he shall submit to the Architect:
 - 1. A written notice that the Work, or designated portion thereof, is substantially complete.
 - 2. A list of items to be completed or corrected.
- B. Should Architect/Engineer determine that the Work IS NOT substantially complete, the Architect will notify Contractor in writing, listing observed deficiencies.
- C. Contractor shall remedy deficiencies and send a second written notice of Substantial Completion to the Architect.
- D. When Architect/Engineer finds Work is substantially complete, he will prepare a Certificate of Substantial Completion in accordance with provision of General Conditions.

1.4 FINAL INSPECTION

- A. When contractor considers the Work is complete, he shall submit to the Architect a 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, and deficiencies listed with Certificate of Substantial Completion have been corrected.
 - 4. Equipment and systems have been tested, adjusted, and balanced, and are fully operational.
 - 5. Operation of systems has been demonstrated to Owner's personnel.
 - 6. Work is completed and ready for final inspection.
- B. Should Architect/Engineer inspection find Work incomplete, the Architect will promptly notify Contractor, in writing, listing observed deficiencies.
- C. Contractor shall remedy deficiencies and send a second written Certification of Final Completion to the Architect.
- D. When Architect/Engineer finds Work is complete, he will consider closeout submittals.

1.5 CLOSEOUT SUBMITTALS

- A. Submit following documents to Construction Manager:
 - 1. Certificates of Inspection required for equipment, mechanical and electrical systems of each respective Section throughout Project Manual.
- B. Project Record Documents: In accordance with Section 017839.
- C. Operating and Maintenance Data, Instructions to Owner's Personnel: To requirements of Section 018230.
- D. Warranties and Bonds: In accordance with Section 017810.
- E. Keys and Keying Schedule: In accordance with Section 08 71 00.
- F. Spare Parts and Maintenance Materials: In accordance with each respective specification Section.
- G. Evidence of Payment and Release of Waivers: In accordance with General Conditions of the Contract.
- H. Consent of Surety to Final Payment.
- I. Certificate of Insurance for Products and Completed Operations: In accordance with Supplementary Conditions.

1.6 STATEMENT OF ADJUSTMENT OF ACCOUNTS

- A. Submit to the Architect a final statement reflecting adjustments to Contract Sum indicating:
1. Original Contract Sum.
 2. Previous Change Orders.
 3. Change under allowances.
 4. Changes under unit prices.
 5. Deductions for uncorrected Work.
 6. Deductions for liquidated damages.
 7. Deductions for re-inspection payments.
 8. Other adjustments to total contract sum as adjusted.
 9. Previous payments.
 10. Sum remaining due.
- B. The Architect will issue a Final Change Order, reflecting approved adjustments to the Contract Sum not previously made by Change Orders.

1.7 FINAL APPLICATION FOR PAYMENT

- A. Submit application for final payment in accordance with provisions of the General Conditions of the Contract.

PART 2 - PRODUCTS (Not applicable).

PART 3 - EXECUTION (Not applicable).

END OF SECTION