# SECTION 01770 - 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 00210 – SUPPLEMENTAL INSTRUCTIONS TO BIDDERS: Liquidated damages may be applicable.

C. Section 01120 – MULTIPLE CONTRACT SUMMARY

D. Section 01740 –CLEANING

E. Section 01780 – PROJECT RECORD DOCUMENTS

F. Section 01781 – WARRANTIES AND BONDS

G. Section 01782 – SPARE PARTS AND MAINTENANCE MANUALS

H. Section 01830 – OPERATION AND MAINTENANCE DATA

### 1.3 SUBSTANTIAL COMPLETION

A. When Contractor considers his Work is substantially complete, he shall submit to Construction Manager:

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/Construction Manager determine that the Work IS NOT substantially complete, Construction Manager will notify Contractor in writing, listing observed deficiencies.

C. Contractor shall remedy deficiencies and send a second written notice of Substantial Completion to the Construction Manager.

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 Construction Manager 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/Construction Manager inspection find Work incomplete, Construction Manager will promptly notify Contractor, in writing, listing observed deficiencies.

C. Contractor shall remedy deficiencies and send a second written Certification of Final Completion to Construction Manager.

D. When Architect/Engineer/Construction Manager 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 01780.

C. Operating and Maintenance Date, Instructions to Owner's Personnel: To requirements of Section 01830.

D. Warranties and Bonds: In accordance with Section 01781.

E. Keys and Keying Schedule: In accordance with Division 08.

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.

I. Provide all supporting LEED documentation as required.

1.6 STATEMENT OF ADJUSTMENT OF ACCOUNTS

A. Submit to Construction Manager 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. Adjustments for increased Owner costs for direct purchase of Major Materials beyond that set forth in Contractor's Bid
9. Other adjustments to.
10. Total Contract Sum as adjusted.
12 Previous payments.
13. Sum remaining due.

B. Construction Manager 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