

## SECTION 01700 CONTRACT CLOSEOUT

### PART 1 – GENERAL

#### 1.01 SUMMARY

- A. This Section describes an orderly and efficient transfer of the completed Work to the Owner.
- B. Related work:
  - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
  - 2. Activities relative to Substantial Completion and Contract Closeout are described in the General Conditions.

#### 1.02 QUALITY ASSURANCE

- A. Prior to requesting inspection by the Owner / Architect, use adequate means to assure that the Work is completed in accordance with the specified requirements and is ready for the requested inspection.

#### 1.03 PROCEDURES

- A. Substantial Completion:
  - 1. Prepare and submit the list required by the General Conditions.
  - 2. Within a reasonable time after receipt of the list, the Owner / Architect will inspect to determine status of completion.
  - 3. Should the Owner / Architect determine that the Work is not substantially complete:
    - a. The Owner / Architect promptly will so notify the Contractor, in writing, giving the reasons therefore.
    - b. Remedy the deficiencies and notify the Owner / Architect when ready for reinspection.
    - c. The Owner / Architect will reinspect the Work.
  - 4. When the Owner / Architect concurs that the Work is substantially complete:
    - a. The Owner / Architect will prepare a "Certificate of Substantial Completion", accompanied by the Contractor's list of items to be completed or corrected, as verified by the Owner / Architect.
    - b. The Owner / Architect will submit the Certificate to the Owner and to the Contractor for their written acceptance of the responsibilities assigned to them in the Certificate.
- B. Final Completion:
  - 1. Prepare and submit the notice required by the General Conditions.
  - 2. Verify that the Work is complete including, but not necessarily limited to, the items mentioned in the General Conditions.
  - 3. Certify that:
    - a. Contract Documents have been reviewed;
    - b. Work has been inspected for compliance with the Contract Documents.
    - c. Work has been completed in accordance with the Contract Documents.
    - d. Equipment and systems have been tested as required, and are operational.
    - e. Work is completed and ready for final inspection.
  - 4. The Owner / Architect will make an inspection to verify status of completion.
  - 5. Should the Owner / Architect determine that the Work is incomplete or defective:
    - a. The Owner / Architect promptly will so notify the Contractor, in writing, listing the incomplete or defective work.
    - b. Remedy the deficiencies promptly, and notify the Owner / Architect when ready for reinspection.
  - 6. When the Owner / Architect determines that the Work is acceptable under the Contract Documents, he will request the Contractor to make Closeout submittals.
- C. Closeout submittals include, but are not necessarily limited to:
  - 1. Project Record Documents described in Section 01010.
  - 2. Operation and maintenance data for items so listed in pertinent other Sections of these Specifications, and for other items when so directed by the Owner / Architect.

3. Warranties and bonds.
  4. Keys and keying schedule.
  5. Spare parts and materials extra stock.
  6. Evidence of compliance with requirements of governmental agencies having jurisdiction including, but not necessarily limited to:
    - a. Certificates of Inspection.
    - b. Certificates of Occupancy.
  7. Certificates of Insurance for products and completed operations.
  8. Evidence of payment and release of liens.
  9. List of subcontractors, service organizations, and principal vendors, including names, addresses, and telephone numbers where they can be reached for emergency service at all times including nights, weekends, and holidays.
- D. Final adjustment of accounts:
1. Submit a final statement of accounting to the Architect, showing all adjustments to the Contract sum.
  2. If so required, the Architect will prepare a final Change Order showing adjustments to the Contract Sum, which was not made previously by Change Orders.
- 1.04 INSTRUCTION
- A. Instruct the Owner's personnel in proper operations and maintenance of systems, equipment, and similar items which were provided as part of the Work.

END OF SECTION