

## SECTION 01700

### PROJECT CLOSEOUT

- A. Description of Requirements: Provisions of this section apply to the procedural requirements for the actual closeout of the Work, not to administrative matters such as final payment or the change over of insurance. Closeout requirements relate to both substantial and final completion of the Work; they also apply to individual portions of completed work as well as the total Work. Specific requirements contained in other sections have precedence over the general requirements contained in this section.
- B. Procedures at Substantial Completion:
1. Prerequisites: Comply with the General Conditions and complete the following before requesting the Architect's inspection of the Work, or a designated portion of the Work, for certification of substantial completion.
    - a. Submit executed warranties, workmanship bonds, maintenance agreements, inspection certificates and similar required documentation for specific units of work enabling Owner's unrestricted occupancy and use.
    - b. Submit record documentation, maintenance manuals, tools, spare parts, keys and similar operational items.
    - c. Complete instruction of Owner's operating personnel, and start-up of systems.
    - d. Complete final cleaning, and remove temporary facilities and tools.
- C. Inspection Procedures: Upon receipt of Contractor's request Architect will either proceed with inspection or advise Contractor of prerequisites not fulfilled. Following initial inspection, Architect will either prepare certificate of substantial completion, or advise Contractor of work that must be performed prior to issuance of the certificate of substantial completed. Results of the completed inspection will form the initial "punch-list" for final acceptance.
- D. Procedures at Final Acceptance:
1. Re-inspection Procedure: The Architect will re-inspect the Work upon receipt of the Contractor's notice that, except for these items whose completion has been delayed due to circumstances that are acceptable to the Architect, the Work has been completed, including punch-list items from earlier inspections.
  2. Upon completion of re-inspection, the Architect will advise the contractor of work not completed or obligations not fulfilled as required for final acceptance. If necessary, this procedure will be repeated.
- E. Record Documentation:
1. Record Drawings: Maintain a complete set of either blue- or black-line prints of the contract drawings and shop drawings for record mark-up purposes throughout the Contract Time. Mark-up these drawings during the course of the work to show both changes and the actual installation, in sufficient detail to form a complete record for the Owner's purposes. Give particular attention to work that will be concealed and difficult to measure and record at a later date, and work that may require servicing or replacement during the life of the project. Require the entities marking prints to sign and date each mark-up.
- F. General Closeout Requirements:
1. Operator Instructions: Require each Installer of systems requiring continued operation and maintenance by Owner's operating personnel, to provide on-location instruction to Owner's personnel, sufficient to ensure safe, secure, efficient, non-failing utilization and operation of systems. Provide instructions for the following categories of work:
    - a. Live plant materials and lawns.

- G. Final Cleaning: At the time of project closeout, clean or re-clean the work to the condition expected from a normal, commercial building cleaning and maintenance program. Complete the following cleaning operations before requesting the Architect/Engineer's inspection for certification of substantial completions.
1. Remove non-permanent protection and labels
  2. Clean exposed finishes
  3. Touch-up minor finish damage
  4. Remove debris
  5. Broom-clean area
  6. Clean light fixtures and replace burned-out lamps
  7. Sweep and wash paved areas
  8. Police yards, grounds

**END OF SECTION**