

## 01 77 00 – Closeout Procedures

### 1. General

- A. Close-out is hereby defined to include general requirements near the end of contract time in preparation for final acceptance, final payment, normal termination of contract, occupancy by Owner and similar actions evidencing completion of work. Specific requirements for individual units of work are specified in sections (insert location). Time of close-out shall be directly related to “substantial completion,” and therefore may be either a single time period for the entire work or a series of time periods for individual parts of the work which have been certified as substantially complete at different dates. That time variation (if any) shall be applicable to other provisions of this section.

### 2. Prerequisites to Substantial Completion:

- A. Prior to requesting Architect’s/Engineer’s inspection for certification of substantial completion (for either entire work or portions thereof), complete the following and list known exceptions in request:
1. In progress payment request, coincident with or first following date claimed, show either 100 percent completion for portion of work claimed as substantially complete or list incomplete items, value of work not complete and reasons for being incomplete.
  2. Supporting documentation for completion shall be included as indicated in these contract documents.
  3. Specific warranties, workmanship/maintenance bonds, maintenance agreement, final certifications and similar documents shall be submitted.
  4. Releases enabling Owner’s full and unrestricted use of the work and access to services and utilities, including (where required) occupancy permits, operating certificates and similar releases shall be obtained and submitted.
  5. Record drawings, maintenance manuals, final project photographs and similar final record information shall be submitted.
  6. Tools, spare parts, extra stocks of materials and similar physical items shall be delivered to Owner.
  7. Start up testing of systems shall be completed and instruction of Owner’s operating/maintenance personnel shall be completed.

8. Temporary facilities and services, as well as construction tools and facilities, mock ups and similar elements shall be discontinued, changed over or removed from the project site.
  9. Final cleanup requirement shall be completed, including touch up painting of marred surfaces.
  10. All damage to vegetative material, trees, landscaping and soils shall be repaired as directed by the Owner.
3. Inspection Requirements
- A. Upon receipt of Contractor's request, Architect/Engineer will either proceed with inspection or advise Contractor of prerequisites not fulfilled. Following initial inspection, Architect will either prepare Certificate of Substantial Completion or inform Contractor of work which must be performed prior to issuance of certificate. The inspection will be repeated when requested and the Architect is assured that work has been substantially completed. Results of completed inspection will form initial punch list for final acceptance.
4. Prerequisites to Final Acceptance
- A. Prior to requesting Architect's/Engineer's final inspection for certification of final acceptance and final payment, as required by General Conditions, Contractor shall complete the following and list known exceptions (if any) in request:
    1. Final payment request shall be submitted with final releases and supporting documentation not previously submitted and accepted. Certificates of insurance for products and completed operations shall be included where required.
    2. Updated final statement and accounting for additional (final) changes to contract sum shall be submitted.
    3. Certified copy of Architect's/Engineer's final punch list of itemized work to be completed or corrected shall be submitted, stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by Architect/Engineer.
    4. Consent of surety shall be submitted.
    5. Evidence of final and/or continuing insurance coverage complying with insurance requirements shall be revised and submitted.
5. Re-Inspection Procedures

- A. Upon receipt of Contractor's notice that the work has been completed, including punch list items resulting from earlier inspections and excepting incomplete items delayed because of acceptable circumstances, Architect/Engineer will re-inspect the work. Upon completion of re-inspection, Architect/Engineer will either prepare Certificate of Final Acceptance or advise Contractor of work not completed or obligations not fulfilled as required for final acceptance.

6. Final Inspection Procedures

- A. Prior to final inspection by the Owner and Architect, the following items must be accomplished:
  - 1. City inspections must be complete and approved.
  - 2. Satisfactory review of job completeness by Architect and Project Office Coordinator is completed.

7. Certificates of Occupancies

- A. The Contractor will provide the Owner with all local and state certificates for assuming occupancy of the building.