SECTION 01 77 19

CONTRACT CLOSEOUT

PART 1 GENERAL

1. SECTION INCLUDES
	1. Project closeout procedures.
	2. Substantial Completion.
	3. Final Completion.
2. PROJECT CLOSEOUT PROCEDURES
	1. Project closeout includes the following activities:
		1. Substantial Completion: Preparation for request of the Substantial Completion inspection, the inspection, and issuance of the Certificate of Substantial Completion.
		2. Final Completion: Preparation for request of the Final Inspection, the final inspection, and issuance of the Final Acceptance Letter (Notice of Acceptance).
3. SUBSTANTIAL COMPLETION
	1. Refer to the General Conditions for the definition of Substantial Completion.
	2. Prior to requesting Owner's Substantial Completion inspection, complete the following:
		1. Provide an itemized list of incomplete work.
		2. Complete final cleaning.
		3. Submit completed training schedule. See Section 01 78 23 Operation and Maintenance Data.
		4. Other items as identified elsewhere in these specifications.
		5. Warranty Summary
			1. Provide a table summarizing the required extended warranties. List to include Manufacturer or Warranty Provider’s Name, Warranted Equipment or System, Specification Section, Length of Warranty, and Substantial Completion Date. Present in the following format (example in *italics*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Manufacturer / Warranty Provider | Equipment / System | SpecificationSection | Length of Warranty | Substantial Completion Date |
| *Guardian* | *Glazing* | *088000 1.10* | *10 Yr* | *January 1, 2013* |
|  |  |  |  |  |

* 1. Substantial Inspection Procedure: Upon receipt of Contractor's written request, the Owner will schedule inspections. Following the inspections, the Owner will prepare Certificate of Substantial Completion or advise Contractor of Work which must be performed prior to issuance of Certificate of Substantial Completion.
1. FINAL COMPLETION
	1. Prior to requesting Owner's inspection for final completion, as required by the Contract Documents, complete the following:
		1. Complete all Closeout requirements.
			1. Submit copy of the final punch list indicating all items as closed.
			2. Submit complete set of As-built Drawings and Specifications.
			3. Submit final Subcontractors list.
			4. Submit Warranty Packet:
				1. Provide a copy of the Warranty Summary (see above).
				2. Include copies of each individual warranty. Organize in the same order as indicated in Warranty Summary
			5. Submit attic stock & spare parts. Include copies of transmittals for each item.
			6. Submit proof to the Owner that all keys and key cards assigned during the course of the project have been returned.
			7. Submit Commissioning documentation.
	2. Final Inspection Procedure: Upon receipt of Contractor's written notice that the work has been completed, including punch list resulting from earlier inspections, Owner will schedule the final inspection. Upon completion of the final inspection, Owner will prepare Final Acceptance Letter or advise Contractor of Work not completed. If necessary, procedure will be repeated.
	3. Re-inspection Costs: Should the Owner be required to perform additional final inspections due to Work not being completed as stated by the Contractor, Contractor will compensate Owner for additional services via a deductive Change Order to the construction Agreement.

**END OF SECTION**