

**SECTION 01770 - CLOSEOUT PROCEDURES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Related Documents:
  - 1. Drawings and general provisions of the Contract, including General and Special Conditions and other Division 1 Specification Sections, apply to this Section.
- B. Section Includes:
  - 1. Administrative and procedural requirements for contract closeout, including, but not limited to, the following:
    - a. Inspection procedures.
    - b. Warranties.
    - c. Final cleaning.
- C. Related Sections:
  - 1. SECTION 01290 - PAYMENT PROCEDURES for requirements for Applications for Payment for Substantial and Final Completion.
  - 2. SECTION 01700 - EXECUTION REQUIREMENTS for progress cleaning of Project site.

**1.2 SUBSTANTIAL COMPLETION**

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
  - 1. Prepare a list of items to be completed and corrected (Punch List), the value of items on the list, and reasons why the Work is not complete.
  - 2. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities.
  - 3. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  - 4. Complete final cleaning requirements.
  - 5. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. If the Work is not substantially complete and there are unfulfilled requirements, the Architect will not proceed with the inspection. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect that must be completed or corrected before certificate will be issued.
  - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  - 2. Results of completed inspection will form the basis of requirements for Final Completion.

**1.3 FINAL COMPLETION**

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
  - 1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
  - 2. Submit certified copy of Substantial Completion inspection lists of items to be completed or corrected (Punch List), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
  - 3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
  - 4. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements.
- C. A final Certificate for Payment after inspection will be prepared or the Contractor will be notified of construction that must be completed or corrected before certificate will be issued.
  - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

**1.4 LIST OF INCOMPLETE ITEMS (PUNCH LIST)**

- A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
  - 1. Organize list of areas in sequential order.
  - 2. Include the following information at the top of each page:
    - a. Project name.
    - b. Date.
    - c. Name of Owner.
    - d. Name of Contractor.
    - e. Page number.

**1.5 WARRANTIES**

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion or Final Completion is indicated.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.
- D. Warranties shall be effective for a period of one (1) year from the date of final acceptance by the District unless otherwise noted in the Contract Documents.
- E. This Warranty shall be effective on all work regardless of any time limitations on manufacturer's warranties. The Contractor shall purchase extended warrantee coverage from manufacturer as necessary to provide full coverage required by the Contract Documents.

- G. Exceptions to warranty: Wind-driven rain through louvers or grilles, but not through their framing members." See technical specification sections for other required warranties longer than one year.
- I. After correction of warranted work, reinstate warranty for corrected work to date of original warranty expiration, but not less than half original warranty period.
- J. Submit a draft warranty form to the Architect for approval prior to execution.
- K. Warranty shall be countersigned by manufacturer and by subcontractor and installed.
- L. Signatures on the Warranty shall be notarized.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS**

- A. Cleaning Agents: Use cleaning and finishing materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

## **PART 3 - EXECUTION**

### **3.1 FINAL CLEANING**

- A. General:
  - 1. Provide final cleaning.
  - 2. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and anti-pollution regulations.
- B. Cleaning:
  - 1. Employ experienced workers or professional cleaners for final cleaning.
  - 2. Comply with manufacturer's written instructions.
  - 3. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
    - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
    - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
    - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
    - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
    - e. Remove labels that are not permanent.
    - f. Touch up and otherwise repair and restore marred, exposed finishes and surfaces.
    - g. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
    - h. Leave Project clean and ready for occupancy.

- C. Comply with safety standards for cleaning.
  - 1. Do not burn waste materials.
  - 2. Do not bury debris or excess materials on Owner's property.
  - 3. Do not discharge volatile, harmful, or dangerous materials into drainage systems.
  - 4. Remove waste materials from Project site and dispose of lawfully.

**3.2 PROJECT CLOSEOUT FORMS**

- A. The following forms are included at the end of this Section and are to be used as part of the closeout process and requirements.
  - 1. Contractor's Certificate of Final Completion.
  - 2. Final Waiver of Lien.
  - 3. Consent of Surety for Final Payment.
  - 4. Affidavit of Payment.
  - 5. Affidavit of Release of Liens by the Contractor.
  - 6. Hazardous Materials Statement.
  - 7. Warranty.

**END OF SECTION 01770**