# SECTION 01770

# CONTRACT CLOSEOUT PROCEDURES

## PART 1 - GENERAL

### 1.1 RELATED DOCUMENTS

A. Construction Drawings, Technical Specifications, Addenda, and general provisions of the Contract, including Contract General Conditions and Supplementary General Conditions and other Division 1 Specification Sections, apply to this Section.

### 1.2 SECTION INCLUDES

A. Contract closeout procedures, including Contract Closeout meetings, correction ("punch") lists, submittals and final payment procedures.

### 1.3 RELATED SECTIONS

A. Section 01330 - Submittals Procedures: General requirements for submittals.

B. Section 01740 - Cleaning Requirements: Progress cleaning and cleaning as part of Contract closeout.

C. Section 01785 - Warranties and Bonds: Documents to be submitted as part of Contract closeout.

D. Section 01789 – Project Record Documents: Project record drawings and specifications to be submitted as part of Contract closeout; operation and maintenance data to be submitted as part of Contract closeout.

### 1.4 FINAL COMPLETION ACTIONS

A. Contractor Responsibility: Contractor shall be solely responsible for the timely completion of all required Contract closeout items except for filing of Notice of Completion by the Trustees.

B. Warranties, Bonds and Certificates: Contractor shall submit specific warranties, guarantees, workmanship bonds, maintenance agreements, final certifications and similar documents.

C. Locks and Keys: Contractor shall change temporary lock cylinders over to permanent keying and transmit keys to Trustees, unless otherwise directed or specified.

D. Tests and Instructions: Contractor shall complete start-up testing of systems, and instruction of the University's personnel. Contractor shall remove temporary facilities from the site, along with construction tools, mock-ups, and similar elements.

### 1.5 CONTRACT COMPLETION REVIEW

A. Contractor's Notification for Contract Completion Review Meeting: When the Contractor determines that the Work is complete in accordance with Contract Documents, the Contractor shall submit to University's Representative and Architect written certification that the Contract Documents have been reviewed, the Work has been inspected by the Contractor and by authorities having jurisdiction, and the facility is ready for the Contract Completion review.

B. Contract Completion Review Meeting: University's Representative and, as authorized by the Trustees, Architect and Architect's and Trustees' representatives and consultants, as appropriate, will attend a meeting at the Project site to review Contract closeout procedures and to review the items to be completed and corrected Punch List to make the Work ready for acceptance by the Trustees. This meeting shall be typically

scheduled four to six weeks prior to scheduled completion date.

C. Punch List: Architect shall prepare subsequent to the Contract completion review meeting, a typewritten, comprehensive list of items to be completed and corrected (Punch List) to make the Work ready for acceptance by the Trustees.
   1. The Punch List shall include all items to be completed or corrected prior to the Contractor's application for final payment.
   2. The Punch List shall identify items by location (room number or name) and consecutive number. For example, 307-5 would identify item 5 in Room 307, Roof-4 would identify item 4 on Roof.
   3. Architect and Architect's consultants shall prepare separate lists according to categories used for Drawings. For example, provide lists for Architectural, Structural, Mechanical (HVAC), Plumbing, Fire Protection (sprinkler) system, Electrical and Equipment. But all lists shall be compiled by the Architect into the all inclusive Master Punch List.
   4. Items to be considered shall include but not be limited to:
      Corrections to construction.
      Operation and maintenance data (manuals).
      HVAC testing and balancing reports.
      Spare parts and extra materials.
      Keys, permanent keying and lock cylinders.
      Warranties and guaranties.
      Project record Drawings and Specifications.
      Project record construction schedule.
      State Fire Marshal Inspection.
      Elevator Inspection (if applicable).
      Other regulatory inspections.
      Removal of construction facilities and temporary controls.
      Final cleaning and pest control.
      Landscape maintenance.
      Commissioning/equipment startup.
      Demonstration and training.
      Acceptance.
      Notice of Completion, filing by Trustees.
      Final application for payment.
      Occupancy by University.
      Other closeout items specified.

D. Contract Completion Meeting: On a date mutually agreed by University's Representative, Architect and Contractor, a meeting shall be conducted at the Project site to determine whether the Work is satisfactory and has achieved Contract Completion.
   1. Contractor shall provide a minimum seven calendar days written notice to the University's Representative and Architect for requested date of Contract Completion meeting.
   2. Architect and the Architect's consultants will attend the Contract Completion meeting.
   3. In addition to conducting a walk-through of the facility and reviewing the Punch List, the purpose of the meeting shall include submission of warranties, guarantees and bonds to University, submission of operation and maintenance data (manuals), provision of specified extra materials to University, and submission of other Contract closeout documents and materials as required and if not already submitted.
   4. Architect and Architect's consultants, as appropriate, will conduct a walk-through of the facility with the University's Representative and Contractor to review the Punch List.
   5. Architect shall update the Punch List and record additional items as may identified during the walk-through, including notations of corrective actions to be taken.
   6. Architect shall retype the Punch List and distribute it within five calendar days to those attending the meeting.

E. Uncorrected Work: Refer to requirements specified in Section 01450 - Quality Control regarding Contract adjustments for non-conforming Work.

F. Clearing and Cleaning: Prior to the Contract Completion review, Contractor shall conduct a thorough cleaning and clearing of the Project area, including removal of construction facilities and temporary controls. Refer to Section 01740 - Cleaning Requirements.

G. Inspection and Testing: Prior to the Contract Completion review, Contractor shall complete inspection and testing required for the Work, including securing of approvals by authorities having jurisdiction.
   1. Complete all inspections, tests, balancing, sterilization and cleaning of plumbing and HVAC systems.
   2. Complete inspections and tests of electrical power and signal systems.
   3. Complete inspections and tests of conveying (elevator) systems.

H. Notice of Completion: University will record the Notice of Completion with County Recorder, when the Project is complete in all respects.

**1.6 FINAL COMPLETION SUBMITTALS**

A. Final Completion Submittals: Prior to application for Final Payment, Contractor shall submit the following.

B. Agency Document Submittals: Contractor shall submit to University all documents required by authorities having jurisdiction, including serving utilities and other agencies. Contractor shall submit original versions of all permit cards, with final sign-off by inspectors. Submit all certifications of inspections and tests.

C. Final Specifications Submittals: Contractor shall submit to University all documents and products required by Specifications to be submitted, including the following:
   1. Project record drawings and specifications.
   2. Operating and maintenance data.
   3. Guarantees, warranties and bonds.
   4. Keys and keying schedule.
   5. Spare parts and extra stock.
   6. Test reports and certificates of compliance.

D. Certificates of Compliance and Test Report Submittals: Contractor shall submit to University's Representative certificates and reports as specified and as required by authorities having jurisdiction, including but not limited to the following:
   1. Sterilization of water systems.
   2. Sanitary sewer system tests.
   3. Gas system tests.
   4. Lighting, power and signal system tests.
   5. Ventilation equipment and air balance tests.
   6. Fire sprinkler system tests.
   7. Roofing inspections and tests.

E. Subcontractors List: Contractor shall submit two copies of updated Subcontractor and Materials Supplier List to University's Representative and one copy to Architect.

F. Warranty Documents: Contractor shall prepare and submit to University all warranties and bonds as specified in Section 01785 - Product Warranties and Bonds.

G. Service Agreements and Service Contracts: Contractor shall submit to University's Representative.

**1.7 FINAL PAYMENT**

A. Final Payment: After completion of all items listed for completion and correction and after submission of all documents and products and after final cleaning, Contractor shall submit final Application for Payment, identifying total adjusted Contract Sum, previous payments and sum remaining due. Payment will not be made until the following are accomplished:
   1. All Project Record Documents have been received and accepted by the Architect.

2. All extra materials and maintenance stock have been transferred and accepted by University.
3. All warranty documents and operation, maintenance data, service agreements, maintenance contracts and salvage materials have been received and accepted by University's Representative.

**PART 2 - PRODUCTS**

Not Applicable to this Section.

**PART 3 - EXECUTION**

Not Applicable to this Section.

**END OF SECTION**