

SECTION 01 77 00 – CLOSEOUT PROCEDURES**PART 1 – GENERAL****1.01 SUMMARY**

- A. This Section includes administrative and procedural requirements for contract closeout including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final Completion procedures.
 - 3. Final cleaning.
- B. Related Sections include the following:
 - 1. Section 01 32 33 - Photographic Documentation: final completion construction photographic documentation.
 - 2. Section 01 73 00 - Execution: progress cleaning of Project site.
 - 3. Section 01 78 39 - Project Record Documents: Record Drawings, record Specifications, and record Product Data.

1.02 SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Closeout Submittals:
 - 1. Certificates of Release: From authorities having jurisdiction.
 - 2. Certificate of Insurance: For continuing coverage.
 - 3. Submittals as required by various specification sections.

1.03 CLOSEOUT PROCEDURES

- A. Prerequisites to Substantial Completion: Complete following items before requesting Certification of Substantial Completion, either for entire Work or for portions of Work:
 - 1. Submit maintenance manuals, Project record documents, digital images of construction photographs, and other similar final record data in compliance with this Section.
 - 2. Complete facility startup, testing, adjusting, balancing of systems and equipment, demonstrations, and instructions to Owner's operating and maintenance personnel as specified in compliance with this Section.
 - 3. Conduct inspection to establish basis for request that Work is substantially complete. Create comprehensive list (initial punch list) indicating items to be completed or corrected, value of incomplete or nonconforming Work, reason for being incomplete, and date of anticipated completion for each item. Include copy of list with request for Certificate of Substantial Completion.

4. Obtain and submit releases enabling Owner's full, unrestricted use of Project and access to services and utilities. Include certificate of occupancy, operating certificates, and similar releases from authorities having jurisdiction and utility companies.
 5. Deliver tools, spare parts, extra stocks of material, and similar physical items to Owner.
 6. Make final change-over of locks [eliminating construction master-key system] and transmit keys directly to Owner. Advise Owner's personnel of change-over in security provisions.
 7. Discontinue or change over and remove temporary facilities and services from Project Site, along with construction tools, mockups, and similar elements.
 8. Perform final cleaning according to this Section.
- B. Substantial Completion Inspection:
1. When Contractor considers Work to be substantially complete, submit to Engineer:
 - a. Written certificate that Work, or designated portion, is substantially complete.
 - b. List of items to be completed or corrected (initial punch list).
 2. On receipt of Contractor's written request, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements.
 3. After receipt of complete request for Substantial Completion, Engineer will make inspection, with Owner and Contractor, to determine whether Work or designated portion is substantially complete.
 4. Should Engineer determine that Work is not substantially complete:
 - a. Engineer will promptly notify Contractor in writing, stating reasons for its opinion.
 - b. Contractor shall remedy deficiencies in Work and send second written request for Substantial Completion to Engineer.
 - c. Engineer, with Owner and Contractor, will re-inspect Work.
 - d. Redo and Inspection of Deficient Work: Repeated until Work passes Engineer's inspection.
 5. When Engineer finds that Work is substantially complete, Engineer will:
 - a. Prepare Certificate of Substantial Completion on modified EJCDC C-625 - Certificate of Substantial Completion, accompanied by Contractor's list of items to be completed or corrected as verified and amended by Engineer and Owner (final punch list).
 - b. Submit Certificate to Owner and Contractor for their written acceptance of responsibilities assigned to them in Certificate.
 6. After Work is substantially complete, Contractor shall:
 - a. Allow Owner occupancy of Project under provisions stated in Certificate of Substantial Completion.
 - b. Complete Work listed for completion or correction within time period stipulated.
- C. Prerequisites for Final Completion: Complete following items before requesting final acceptance and final payment.

1. When Contractor considers Work to be complete, submit written certification that:
 - a. Contract Documents have been reviewed.
 - b. Work has been examined for compliance with Contract Documents.
 - c. Work has been completed according to Contract Documents.
 - d. Work is completed and ready for final inspection.
 2. Submittals: Submit following:
 - a. Final punch list indicating all items have been completed or corrected.
 - b. Final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
 - c. Specified warranties, workmanship/maintenance bonds, maintenance agreements, and other similar documents.
 - d. Contractor affidavit of release of liens on Form in Section 00 65 19.16.
 - e. Consent of surety to final payment on form in Section 00 65 19.19.
 3. Perform final cleaning for Contractor-soiled areas according to this Section.
- D. Final Completion Inspection:
1. On receipt of Contractor's written request, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements.
 2. After receipt of complete request for Final Completion, Engineer will make inspection, with Owner and Contractor, to determine whether Work or designated portion is substantially complete.
 3. Should Engineer consider Work to be incomplete or defective:
 - a. Engineer will promptly notify Contractor in writing, listing incomplete or defective Work.
 - b. Contractor shall remedy stated deficiencies and send second written request to Engineer that Work is complete.
 - c. Engineer will re-inspect Work.
 - d. Contractor shall reimburse Owner for the costs of Engineer for re-inspections due to incomplete work.

PART 2 – PRODUCTS – Not Used

PART 3 – EXECUTION

3.01 FINAL CLEANING

- A. Execute final cleaning prior to final Project assessment.
 1. Employ experienced personnel or professional cleaning firm.
- B. Clean interior and exterior glass and surfaces exposed to view; remove temporary labels, stains, and foreign substances; polish transparent and glossy surfaces; wash hard surfaces, and vacuum carpeted and soft surfaces.
- C. Clean equipment and fixtures to sanitary condition with appropriate cleaning materials.

- D. Clean filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean Site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from Site.

END OF SECTION