



SECTION 01700

PROJECT CLOSEOUT

1. GENERAL

1.1 DESCRIPTION OF REQUIREMENTS

- A. Provisions of this section apply to the procedural requirements for the actual closeout of the Work, not to administrative matters such as final payment or the change over of insurance.
- B. Closeout requirements relate to both substantial and final completion of the Work; they also apply to individual portions of completed work as well as the total Work.
- C. Specific requirements contained in other sections have precedence over the general requirements contained in this section.

1.2 PROCEDURES AT SUBSTANTIAL COMPLETION

- A. Prerequisites: Comply with General Conditions and complete the following before requesting Architect's/Engineer's inspection of the Work, or a designated portion of the Work, for certification of substantial completion.
  - 1. Submit executed warranties, workmanship bonds, maintenance agreements, inspection certificates and similar required documentation for specific units of work, enabling owner's unrestricted occupancy and use.
  - 2. Submit record documentation, maintenance manuals, tools, spare parts, keys and similar operational items.
  - 3. Complete instruction of Owner's operating personnel, and start-up of systems.
  - 4. Complete final cleaning, and remove temporary facilities and tools.
- B. Inspection Procedures:
  - 1. Upon receipt of Contractor's request, Architect/Engineer will either proceed with inspection or advise Contractor of prerequisites not fulfilled.
  - 2. Following initial inspection, Architect/Engineer will either prepare certificate of substantial completion, or advise Contractor of work which must be performed prior to issuance of the certificate of substantial completion.
  - 3. The Architect/Engineer will repeat the inspection when requested and assure that the Work has been substantially completed.



4. Results of the completed inspection will form the initial "punch-list" for final acceptance.

### 1.3 PROCEDURES AT FINAL ACCEPTANCE

#### A. Reinspection Procedure:

1. The Architect/Engineer will reinspect the Work upon receipt of the Contractor's notice that, except for those items whose completion has been delayed due to circumstances that are acceptable to the Architect/Engineer, the Work has been completed, including punch-list items from earlier inspections.
2. Upon completion of reinspection, the Architect/Engineer will either recommend final acceptance and final payment, or will advise the Contractor of work not completed or obligations not fulfilled as required for final acceptance. If necessary, this procedure will be repeated.

### 1.4 RECORD DOCUMENTATION

#### A. Record Drawings:

1. Maintain a complete set of either blue- or black-line prints of the contract drawings and shop drawing for record mark-up purposes throughout the Contract Time.
2. Mark-up these drawings during the course of the work to show both changes and the actual installation, in sufficient detail to form a complete record for the Owner's purposes. Give particular attention to work which will be concealed and difficult to measure and record at a later date, and work which may require servicing or replacement during the life of the project.
3. Require the entities marking prints to sign and date each mark-up.
4. Bind prints into manageable sets, with durable paper covers, appropriately labeled.

#### B. Maintenance Manuals:

1. Provide 3-ring vinyl-covered binders containing required maintenance manuals, properly identified and indexed.
2. Include operating and maintenance instructions extended to cover emergencies, spare parts, warranties, inspection procedures, diagrams, safety, security, and similar appropriate data for each system or equipment item.

### 1.5 GENERAL CLOSEOUT REQUIREMENTS

- A. Operator Instructions: Require each Installer of systems requiring continued operation and maintenance by owner's operating personnel, to provide on-location instruction to



Owner's personnel, sufficient to ensure safe, secure, efficient, non-failing utilization and operation of systems. Provide instructions for the following categories of work:

1. Mechanical/electrical/electronic systems (not limited to work of Divisions 15 and 16).
  2. Live plant materials and lawns.
  3. Roofing, flashing, joint sealers.
  4. Floor finishes.
- B. Final Cleaning: At the time of project close out, clean or reclean the Work to the condition expected from a normal, commercial building cleaning and maintenance program. Complete the following cleaning operations before requesting the Architect/Engineer's inspection for certification of substantial completions.
1. Remove non-permanent protection and labels.
  2. Polish glass.
  3. Clean exposed finishes.
  4. Touch-up minor finish damage.
  5. Clean or replace mechanical systems filters.
  6. Remove debris.
  7. Broom-clean unoccupied spaces.
  8. Sanitize plumbing and food service facilities.
  9. Clean light fixtures and replace burned-out lamps.
  10. Sweep and wash paved areas.
  11. Police yards and grounds

END OF SECTION