

SECTION 01700 - PROJECT CLOSEOUT

PART 1 - GENERAL

1.1 FINAL INSPECTION

- A. When the Contractor Considers the Work Is Complete, Contractor Shall Submit Written Certification That:
 - 1. Contract Documents have been reviewed.
 - 2. Work has been inspected for compliance with Contract Documents.
 - 3. Work has been completed in accordance with Contract Documents.
 - 4. Equipment and systems have been tested in the presence of Owner's representative, are operational, and the instructional meeting is ready to be held.
 - 5. Work is completed and ready for final inspection.
- B. Architect will make an inspection to verify the status of completion within 7 calendar days after receipt of such certification.
- C. Should Architect consider that the work is incomplete or defective:
 - 1. Architect will promptly notify the Designer and Contractor in writing, listing the incomplete or defective work.
 - 2. Contractor shall take immediate steps to remedy the stated deficiencies, and send a second written certification to Architect that the work is complete.
 - 3. Architect will re-inspect the work.
- D. When Architect finds that the work is acceptable under the Contract Documents, the representative shall request the Contractor to make closeout submittals.

1.2 CLOSEOUT SUBMITTALS

- A. Furnish three bound and indexed copies of an approved operation and maintenance instruction manual covering each item of equipment installed where applicable. These manuals shall provide complete instructions of the proper operation, use and periodic maintenance, together with the source of replacements and service for items covered.
 - 1. Operation and Maintenance Manuals: Contractor shall submit single loose leaf maintenance manual and with an index, for mechanical and electrical equipment, fixtures, finish hardware, equipment, Owner supplied equipment, finishes requiring special treatment, warranties and as otherwise required in specifications. Include a copy of approved shop drawings for these items.
 - 2. Format:
 - a. Size: 8-1/2" x 11"; punch sheets for standard three-ring binder. Fold larger sheets to fit into binders.
 - b. Binder: Commercial quality, three-ring, with durable and cleanable plastic covers. Size binder to contain all information in a single binder if possible.
 - c. Cover: Identify each packet with typed or printed title "Operations and Maintenance Manual." List:
 - Title of Project
 - Name of Subcontractor
 - Name and Address of local parts supplier and service organization.
- B. Record Drawings: Record actual construction on clean set of blackline drawings, suitable for scanning.
 - 1. Depths of various elements of foundation in relation to pavement level.
 - 2. Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements.
 - 3. Location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of structure.
 - 4. Field changes of dimension and detail.
 - 5. Changes made by Change Order or Field Order.
 - 6. Details not on original Contract Drawings.
 - 7. Mark-ups on blacklines shall be made in black ink.

- C. Inspection Reports: Subcontractor shall submit certificates from applicable local agencies indicating construction has been inspected as required by laws or ordinances and building is approved for occupancy.
- D. Material Safety Data Sheets: Contractor shall furnish one complete copy for all hazardous substances used during construction.
- E. Valve Tag Schedules: Contractor shall furnish two copies of schedules with close-out documents; mount one copy, framed under glass in Mechanical Room.
- F. Contractor shall coordinate explanations, demonstrations and trial runs of equipment for Owner's designated personnel; complete such demonstrations in accordance with Owner's schedule.
- G. Contractor shall wall mount schedules and drawings specified in Divisions 15 and 16, at approved locations, covered with plexi-glass permanently attached to substrate with screws.

1.3 OPERATING INSTRUCTIONS

- A. Submit to the Owner's delegated representative WRITTEN and ORAL instructions (by trained personnel) in the care, use, maintenance and operation for each product.
- B. Instructions shall cover a one calendar year cycle of use. Issue instructions in accord with, and in addition to, the "Maintenance Manual".
- C. Insert written operating instructions in "Maintenance Manual".

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01700