

## SECTION 01 7700 – CLOSEOUT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of each prime contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for Project closeout, including but not limited to:
  - 1. Inspection procedures.
  - 2. Project record document submittal.
  - 3. Final cleaning.
- B. Closeout requirements for specific construction activities are included in the appropriate Sections, where applicable.

#### 1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following: List exceptions in the request.
  - 1. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed as substantially complete. Include supporting documentation for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum.
    - a. If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.
  - 2. Advise Owner of pending insurance change-over requirements.
  - 3. Obtain and submit release enabling the Owner unrestricted use of the Work and access to services and utilities; include occupancy permits, operating certificates and similar releases.
  - 4. Submit record drawings, damage or settlement survey, and similar final record information.
  - 5. Complete final clean-up requirements.

## 1.4 FINAL ACCEPTANCE

- A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following: List exceptions in the request.
1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
  2. Submit an update final statement, accounting for final additional changes to the Contract Sum.
  3. Submit a certified copy of the Design Professional's final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, and the list has been endorsed and dated by the Design Professional.
  4. Submit final meter readings for utilities, a measured record of stored fuel, and similar data as the date of Substantial Completion, or when the Owner took possession of and responsibility for corresponding elements of the Work.
  5. Submit consent of surety to final payment.
  6. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

## 1.5 RECORD DOCUMENT SUBMITTALS

- A. General: Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the Design Professional's reference during normal working hours.
- B. Record of Drawings: Maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location of the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
1. Mark record sets with red erasable pencil; use other colors to distinguish between variations in separate categories of the Work
  2. Mark new information that is important to the Owner, but was not shown on Contract Drawings or Shop Drawings.
  3. Note related Change Order numbers where applicable.
  4. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.
- C. Record Specifications: Maintain one complete copy of the Project Manual, including addenda, and one copy of other written construction documents such as Change Orders and modifications issued in printed form during construction. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications. Give particular attention to

substitutions, selection of options and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation. Note related record drawing information and Product Data.

1. Upon completion of the Work, submit record Specifications to the Design Professional for the Owner's records.
- D. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record-keeping and Submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for continued use and reference. Submit to the Architect for the Owner's records.

## PART 2 - PRODUCTS (Not Applicable)

## PART 3 - EXECUTION

### 3.2 FINAL CLEANING

- A. General: General cleaning during Demolition is required.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning.
1. Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.
    - a. Clean exposed exterior and interior hard-surfaced finishes to Pre-Demolition condition. Leave floors broom clean.
    - b. Clean the site of rubbish, litter and other foreign substances. Sweep paved areas broom clean; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth, even-textured surface.
- C. Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction.
- D. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner.
- E. Reestablishment of the Work Area
1. Replace any window glass which was temporarily removed, using approved setting methods. Clean both sides of window glass.

2. Reestablish local HVAC, mechanical and electrical systems in proper working order where needed.
3. Repair any damage that occurred as a result of demolition activities.

F. Project Close-Out

1. Within not more than twenty (20) days of the date of Substantial Completion and prior to the time that any final payment shall become due to the Prime Contractor, the Prime Contractor shall furnish to the Architect all certifications, test reports, disposal manifests and other documentation duly completed in accordance with the requirements of the Contract Documents and any applicable Federal, State or Local law.

END OF SECTION 01 7700