

SECTION 01 7700 – CLOSE OUT PROCEDURES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section includes procedures and requirements for Contract Close Out, including:

1. Substantial Completion procedures
2. Final Completion procedures
3. Final cleaning
4. Close Out Documents and Tasks

B. Related Requirements:

1. Refer to the Construction Contract Terms and Conditions for general requirements related to Contract Close Out.
2. Refer to individual specification sections for specific requirements related to Close Out.
3. Refer to individual specification sections for additional requirements, such as Owner training and extra stock requirements.

1.3 SUBSTANTIAL COMPLETION PROCEDURES

To achieve Substantial Completion status, the Project must be complete and useable for its intended purpose, including fully functioning mechanical, electrical, communication, safety/security, and other systems. Each component and system of the Work must be complete to the extent which will allow the Contractor and Design Professional to inspect and generate a list of specific deficiencies (referred to interchangeably in these Contract Documents as the Punch List or Pre-Acceptance Checklist).

A. Substantial Completion Inspection:

1. Prior to the requested Substantial Completion Inspection date, complete the following:
 - a) Startup and testing of systems and equipment.
 - b) Replacement of lamps and HVAC filters used during construction.
 - c) Removal of temporary facilities and temporary utilities from the jobsite.
 - d) Removal of mockups.
 - e) Final cleaning as described in detail elsewhere in this Section.
 - f) Waxing of all VCT floors within the construction area and elsewhere if affected by construction
 - g) Touchup painting
2. A minimum of 10 calendar days prior to the requested Substantial Completion Inspection date, submit the following to the Design Professional:

- a) Written request for Substantial Completion Inspection stating that the work is complete.
- b) Contractor's Punch List, as described in this Section.
- c) Final Test and Balance Report, as applicable, for review by the Design Professional for the purpose of certifying Occupancy.
- d) Water system bacteriological test result, as applicable, for review by the Design Professional for the purpose of certifying Occupancy.
- e) Fire alarm system certification, as applicable, for review by the Design Professional for the purpose of certifying Occupancy.
- f) As-Built Survey, as applicable, for review by the Design Professional.
- g) Sustainable Design submittals if green building certification is required by these documents.

3. Scheduling:

- a) Upon receipt of the above, the Design Professional will either notify the Owner that the Project, in their professional opinion, is ready for inspection or will advise the Contractor of unfulfilled requirements.
- b) When the Project is deemed ready for inspection, the Design Professional and Contractor will agree on a mutually acceptable date and time for the inspection and will notify the Facilities Operations representative a minimum of 7 days prior to the inspection date. School operations must be considered in scheduling the inspection so as to avoid disruption.
- c) The appropriate Subcontractors, as determined by the General Contractor, shall be present at the Substantial Completion inspection to demonstrate operation of systems to Design Professional and Owner.
- d) In the event that the Contractor has not met the requirements to achieve Substantial Completion status, reinspection is to be requested in accordance with the same procedures described above. Costs associated with reinspection will be borne by the Contractor.

B. Substantial Completion Acceptance:

- 1. When the Design Professional has determined that the Work is Substantially Complete and that the Project is ready for occupancy, the Design Professional will issue the following within seven (7) days of the Substantial Completion date:

- a) Certificate of Substantial Completion with Punch List attached.

Note: should any systems or areas of the Project be excluded from the Acceptance, those systems/areas shall be clearly noted on the Certificate and on the Punch List as "excluded". It is the responsibility of the Design Professional to ensure that those systems/areas are inspected following the same procedures above, and documented on a separate Certificate of Substantial Completion prior to issuance of the Certificate of Final Inspection.

- b) Certificate of Occupancy

2. Within 7 days after acceptance of the Work by the Design Professional, the Contractor shall return all door keys, gate keys and card keys directly to the School District Safety and Security Department.

Note: beginning at Substantial Completion, access to the site and facility will be controlled by District Staff.

C. Contractor's Punch List:

1. The Contractor's Punch List is to encompass the entire project including but not limited to: new construction, remodeled and renovated areas, exterior building work, sitework, off-site work, and close out requirements.
2. Areas, systems and components of the Work which are incomplete and cannot be inspected are to be listed on the Punch List as "not ready".
3. Organization and format of Contractor's Punch List:
 - a) Submit Punch List to the Design Professional in MS Excel format.
 - b) Include Building numbers, room names and numbers, and each area affected by construction. Describe each item needing correction in sufficient detail. If necessary, list areas disturbed by construction operations that are outside the limits of construction.
 - c) Organize the list in sequential order by building and room number, starting with exterior areas first and proceeding from lowest floor to highest floor.
 - d) Organize items into separate categories for each area, such as sitework, exterior building envelope, ceilings, partitions, floors, equipment, and systems.

1.4 FINAL COMPLETION PROCEDURES

To achieve Final Completion status, all contractual obligations must be 100% complete, including the submittal of Close Out Documents and resolution of accounting issues.

A. Final Completion Inspection

1. Prior to the requested Final Completion Inspection date, the Contractor is required to submit the following:
 - a) Statement that all work is complete, including Punch List work and any deficiencies which were discovered and reported after issuance of the Punch List.
 - b) Attached to the above Statement, submit a copy of the Punch List and any subsequent deficiency reports issued by the Design Professional, with each item initialed by the Contractor and noted to be "complete".
 - c) Close Out Documents.
 - d) Specified extra stock materials.
 - e) Owner Training log, as applicable, using the form provided in this Section.

- f) Documentation of actual cost for changes which were approved on an estimated cost basis during construction.
- g) Additional accounting information, as applicable.

2. Scheduling:

- a) Upon receipt of the above, the Design Professional will either notify the Owner that the Project, in their professional opinion, is ready for inspection or will advise the Contractor of unfulfilled requirements.
- b) When the Project is deemed ready for inspection, the Design Professional and Contractor will agree on a mutually acceptable date and time for the inspection and will notify the Facilities Operations representative a minimum of 7 days prior to the inspection date. School operations must be considered in scheduling the inspection so as to avoid disruption.
- c) In the event that the Contractor has not met the requirements to achieve Final Completion status, reinspection is to be requested in accordance with the same procedures described above. Costs associated with reinspection will be borne by the Contractor.

3. Close Out Documents:

- a) Submit the documents and perform the related tasks listed on the attached standard Close Out Document Checklist.
- b) Review the individual specification sections carefully and submit any additional Project-specific Close Out documents and extra stock, and perform any additional Owner Training, whether or not listed on the attached Close Out Document standard checklist.

B. Final Completion Acceptance:

When the Design Professional has determined that the work has achieved Final Completion status, the Design Professional will issue the following within seven (7) days of the Final Completion Inspection date:

Certificate of Final Inspection.

PART 2 – FINAL CLEANING PRODUCTS

- A. Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
- B. For all new construction: use only cleaning materials which comply with the green building rating standard under which the Design Professional will certify the Project for Occupancy, as required under Florida Statute 255.2575(2).

PART 3 – FINAL CLEANING EXECUTION

- A. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

- B. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
- C. Complete the following cleaning operations before requesting inspection for Substantial Completion for entire Project or for a designated portion of the Project.
1. Clean Project site, yard, and grounds in areas disturbed by construction activities, including landscape areas, of rubbish, waste material, litter, and other foreign substances.
 2. Sweep paved areas broom clean. Remove spills, stains, and other foreign deposits.
 3. Use magnetic sweeper to remove all construction debris. Do not install sod and do not release paved areas to the Owner until all areas have been cleaned.
 4. Call for inspection of fine graded and raked areas prior to installing sod.
 5. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 6. Clean concrete and masonry surfaces of excess mortar, grout, and splatter. Final appearance is to show no evidence of stains or the cleaning process.
 7. Clean metal railings, walkway columns and other metals of splatter and overspray. Final appearance is to be like-new.
 8. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 9. Sweep concrete floors broom clean in unoccupied spaces.
 10. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations. Replace product if visible soil or stains remain.
 11. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 12. Remove labels that are not permanent.
 13. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 14. Clean plumbing fixtures to a sanitary condition, free of stains.
 15. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 16. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
 17. Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report on completion of cleaning.

18. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.

19. Leave Project clean and ready for occupancy.

D. Construction Waste Disposal: Comply with waste disposal requirements in Section 01 5000
"Temporary Facilities and Controls."

Appendix: Close Out Document Checklist
Owner Training Log

END OF SECTION 017700

OWNER TRAINING LOG

School Name: _____

Construction Company: _____

Name of Representative: _____

Signature of Representative: _____

	Given by:	Date(s):	Time: (Start/finish)	Trainees (each to initial):
Fire Alarm System	_____	_____	_____	_____
		_____	_____	_____
Telephone System	_____	_____	_____	_____
		_____	_____	_____
Kitchen Equipment	_____	_____	_____	_____
		_____	_____	_____
HVAC and Controls	_____	_____	_____	_____
		_____	_____	_____
Electrical System	_____	_____	_____	_____
		_____	_____	_____
[_____] System	_____	_____	_____	_____
		_____	_____	_____

CONTRACTOR'S CLOSE-OUT DOCUMENT CHECKLIST

CONTRACTOR'S CLOSE-OUT DOCUMENTS

The Contractor is required to submit a single copy of the documents listed below to the Design Professional. Documents are to be submitted in **both paper and electronic format, except where noted to be electronic only**. Complete documents must be submitted in order to achieve Final Completion status. Electronic documents are to be provided on portable media and submitted with the binder(s).

Close-Out Documents are to be bound into a 3-ring binder(s). Binders are to be labeled with the project name and description of contents on the binder edge and are to include a table of contents and index tabs.

Prior to Substantial Completion, Contractor is to submit the following to the Design Professional:

- Red-marked field drawings for Design Professional's use in preparing Record Drawings
- Final As-built survey, signed / sealed, for transmittal to permitting agencies, **DWG and full-size pdf**
- Specific purpose survey(s), signed/sealed, for recording of utility easement(s)
- Water system bacteriological test results

Prior to Final Completion, Contractor is to submit the following documents to the Design Professional:

- List of finish colors, with manufacturer name, **local supplier**, and color reference number
- Key Catalog as described in the Door Hardware specification
- Door Key Receipt listing key numbers and quantities, signed by recipient
- Light Fixture list, with description of each lamp and ballast type, model #, and **supplier name/telephone #**.
- List of subcontractors including telephone numbers and contact names
- Receipt showing quantities of the specified extra stock materials, signed by recipient
- Owner Training sign-in sheet
- Test and Balance Report with Design Professional's approval letter

Warranties, Test Results and Certifications:

- Roof Bond with **building number(s) printed**, commencing on the date of Substantial Completion
- Specified extended warranties, including roof installer warranty, commencing on the date of Substantial Completion
- Fire Alarm Certification
- Water system bacteriological test results
- Termite treatment warranty for specified term, commencing on the date of Substantial Completion
- Data network cabling test results, both copper and fiber, and wireless signal test results, .pdf only
- CCTV signal test results, .pdf only

Operation and Maintenance Manuals

- Electrical systems, including switchgear, panelboards, surge suppression, etc.
- Telephone, fire alarm, security, intercom, and camera systems
- HVAC equipment
- HVAC Control systems
- Elevator
- Site-related O&M manuals, including: Irrigation system components, pumps, lift stations.
- CCTV system components
- Food service equipment items, to include supplier name
- Residential appliances, kiln, lab equipment, stage equipment, and other equipment

Accounting Data:

- For Bonded Projects: **Original** Consent of Surety to final payment
- Final Unconditional Waiver from every subcontractor, **when required** by the Construction Contract
- Documentation of actual cost of changes implemented on a not-to-exceed basis, if not previously submitted

DESIGN PROFESSIONAL'S CLOSE-OUT DOCUMENTS (listed here for convenience)

- Record Drawings in .pdf and .dwg format
- Submittals and shop drawings with Design Professional's approval stamp, .pdf format only
- Certificate of Final Inspection