

## 01 77 70 – CLOSEOUT PROCEDURES

### PART 1 - GENERAL

#### 1.01 PRE-CLOSEOUT SUBMITTALS

- A. Submit required tabulations when Work reaches seventy-five percent completion; however, regardless of percent completion, submit not later than 30 days prior to the scheduled date on which Substantial Completion is required.
- B. Submit tabulations of the following.
  - 1. Equipment and systems for which the specifications require demonstrations or training, indicating relevant specification sections, scheduled time and place for demonstration and training sessions, and intended audience. Adjust schedule if instructed by Designer to do so.
  - 2. Equipment and systems for which operating and maintenance data are required in the Operating and Maintenance Data Binders and related documents are required in the Project Data Binders.
  - 3. Spare parts and extra materials required, indicating the relevant specification sections, and the appropriate party to whom the items are to be delivered.

#### 1.02 REQUEST FOR CLOSEOUT INSPECTION

- A. Substantial Completion: When Contractor considers Work substantially complete, Contractor shall submit the following to Designer.
  - 1. Written assertion that Work is Substantially Complete
  - 2. A list of items to be completed or corrected and dates scheduled for completion or correction of each item
  - 3. Certification that orientation and training for facility maintenance personnel is complete or written assertion that such orientation and training will be certified prior to inspection
  - 4. Written assertion that Operating & Maintenance Data Binders are complete and available or will be prior to inspection
  - 5. When a Use and Occupancy Permit applies, a copy of the final approval(s), or written assertion that they will be complete and available prior to inspection
  - 6. A draft of the application for payment corresponding to the Substantial Completion, with written assertion that an application for payment will be ready and submitted at the inspection
  - 7. When there is Commissioning, written assertion that Commissioning requirements have been completed or will be prior to inspection
  - 8. When there is a storm water permit, written statement of the status of final stabilization required under the Storm Water Pollution Prevention Plan (SWPPP) for the TDEC Construction General Permit (CGP) Notice of Termination (NOT).
- B. Final Inspection: When Contractor considers Work complete, Contractor shall submit the following to Designer.
  - 1. Certification that a qualified person authorized by Contractor has reviewed the Contract Documents and inspected the Work
  - 2. Written assertion that the Work is complete and in accordance with Contract Documents and ready for Final Inspection

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3. Written assertion that additional materials necessary to augment the Operating & Maintenance Data Binders with instructions for adding these to the Binders, or full replacement Binders, are complete and available or will be prior to inspection
  4. Written assertion that Project Data Binders and Construction Record Documents are complete and available or will be prior to inspection
  5. An application for final payment
- C. Upon receipt of an appropriate request for inspection, Designer will schedule an inspection meeting with Contractor, and Owner's representatives to determine the status of completion.

### 1.03 RESULTS OF CLOSEOUT INSPECTIONS

- A. Should the Designer determine that Work is not complete to the degree asserted by Contractor, Designer will promptly notify Contractor in writing stating the deficiencies. Contractor shall take immediate steps to remedy deficiencies and make a request for Re-Inspection.
- B. Substantial Completion: Designer will prepare a Certificate of Substantial Completion accompanied by a list of items to be completed or corrected, and will submit Certificate to Contractor and to Owner for signature with an accounting of Liquidated Damages due, when Designer verifies the following.
1. Work is Substantially Complete based on an inspection conducted pursuant to an appropriate request for Closeout inspection
  2. Orientation and training for facility maintenance personnel is complete
  3. Operating & Maintenance Data Binders are complete and have been delivered to the Owner
- C. Final Inspection: Designer will certify that the Work is Complete, and will initiate Final Adjustments, when Designer verifies the following.
1. Work is complete in accordance with Contract Documents based on an inspection conducted pursuant to an appropriate request for Closeout inspection
  2. Orientation and training for facility maintenance personnel is complete
  3. Additional materials necessary to augment the Operating & Maintenance Data Binders with instructions for adding these to the Binders, or full replacement Binders, are complete and have been delivered to the Owner
  4. Project Data Binders and Construction Record Documents are complete and have been delivered to the Designer.

### 1.04 RE-INSPECTION FEES:

If the Work fails a Closeout inspection, and a subsequent inspection is requested and conducted based on Contractor assertion of the same stage of completion, Owner will compensate Designer for performing such re-inspection as additional services, and deduct the amount of such compensation from the Contract Sum by appropriate modification.

### 1.05 FINAL ADJUSTMENTS

- A. When Designer has certified that the Work is complete, Designer will determine whether modification is needed to reflect appropriate adjustments to Contract Sum

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which were not previously effected. If such modification is needed, Designer shall assist the Owner in its preparation and deliver it to Contractor, who in the case of a change order, shall sign and return it to Designer.

- B. When Designer has certified that the Work and needed modifications to the Contract are complete, and if necessary, Designer will instruct Contractor to submit a revised final application for payment.

### **1.06 ONE-YEAR CORRECTIVE INSPECTION**

- A. An inspection will be scheduled and conducted at project site prior to one year from date Substantial Completion was achieved, but as close to the end of that year as is reasonably possible.
- B. The inspection will be attended by at least one representative each of Owner, Designer, and Contractor.
- C. The inspection will confirm non-conforming items previously identified for correction by the Owner, and whether corrections have been completed or are still outstanding, and is intended to be an opportunity for Contractor to become aware of any outstanding corrections needed.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION