

SECTION 01 77 00 - PROJECT CLOSEOUT

PART 1 - GENERAL:

1.01 SUMMARY

- A. The work under this Section consists of, but is not limited to; Submittals, Requirements and Procedures for Project close out.

1.02 RELATED SECTIONS

- A. Section 01 33 00 - Submittal Procedures
- B. Section 01 78 13 - Project Closeout Checklist
- C. Section 00 65 20 – Final Completion Form

1.03 SUBMITTALS

- A. Construction Completion Requests
 - 1. Certificate of Final completion
 - 2. Final Inspection
- B. Close out Submittals: Three printed (hard) copies and three electronic copies in Adobe PDF format on CD or DVD-5 of close out submittals of which receipt and acceptance are prerequisites for final payment shall include, but not necessarily be limited to, the following:
 - 1. Affidavit of "Advertisement of Completion". Refer to Section 00 65 13.
 - 2. Evidence of Payments, and Release of Liens.
 - 3. General Contractors "One Year Guarantee".
 - 4. General Contractors "State of Alabama Roofing Guarantee". Refer to Section 00 65 36 (If Applicable).
 - 5. Final Application for Payment.
 - 6. All required warranties and guarantees.

1.04 PUNCH LIST

- A. Any salvageable material and or equipment shall remain the property of the Owner and upon removal from its existing location shall be stored where directed by the Architect. In the event that the Owner does not wish to keep the salvaged material, it shall be the responsibility of the Contractor to remove same promptly from the site.
- B. Inspection: Architect, together with Owner representative, will make an inspection of project, within a reasonable time after receipt of written notification from the Contractor or additional certification.
- D. Rejection of Certification by Contractor:
 - 1. Should the Architect consider that work is not complete he will, on completion of inspection, immediately notify Contractor, in writing, stating reasons. Contractor shall complete work and send second written notice to the Architect certifying that project, or designated portion of project, is complete, after which the Architect and Owner representative will inspect work.

1.05 FINAL INSPECTION

- A. Certification: Contractor shall submit written certification that: Contract Documents have been reviewed; project has been inspected for compliance with Contract Documents; Work has been completed in accordance with Contract Documents; Equipment and Systems have been tested in presence of Owner's Representative and are operational and Project is completed and ready for final inspection.
- B. Inspection: Architect and Owner will make final inspection of the project within a reasonable time after receipt of certification. Should Owner consider that work is in fact complete in accord with requirements of Contract Documents, he will request Contractor to make Project Closeout Submittals. Should Owner consider that work is not complete, he will notify Contractor, in writing, stating reasons. Contractor shall take immediate steps to remedy stated deficiencies, and send second written notice to Architect certifying that work is complete. The Architect and Owner will re-inspect the work.
- C. Certificate of Final Completion: Should the Owner consider that work is complete:
 - 1. Architect will prepare and issue a Certificate of Final Completion, or approved equal, complete with signatures of Owner and Contractor.

2. For Owner occupancy of Project or designated portion of project, Contractor shall: perform final cleaning; and Contractor shall complete work listed for completion or correction, within designated time.

1.06 AS-BUILT DRAWINGS

- A. Upon completion of this contract, the Contractor shall deliver to the Owner, at the Final Inspection, the three complete sets of legible drawings which vary from the original contract documents, showing all construction equipment, mechanical and electrical systems and connections as installed or built. All lettering and drawings shall be neat and recorded in permanent ink. The record drawings shall be supplemented by detailed sketches or drawings when necessary. "As-Built" Drawings not legible shall be completely redone.
- B. The Owner shall approve Record Drawings, and shall be the sole judge of the acceptability of the Drawings.
- C. Submit three electronic copies of all as built documents in Adobe PDF format on CD or DVD-5, simultaneous with the Closeout Documents.

1.07 OPERATION AND MAINTENANCE DATA

- A. If applicable furnish three (3) complete sets of manuals containing manufacturer's instructions for operation and maintenance of each item of equipment and apparatus furnished under the Contract, detailed parts list and any additional data specifically required under various sections of the Specifications. Manuals shall be arranged in proper order, indexed and suitably bound in a 3-ring loose-leaf binder for 8 1/2" X 11" paper with black vinyl covers. Label binder with embossed plastic tape designating the name of Project, Owner, Contractor, and equipment of materials included in the manual. Certify by endorsement therein that each of the manuals is complete and accurate. Deliver manuals to the Owner at the Final Inspection of the project.
- B. Submit three electronic copies of all manuals and documents in Adobe PDF format on CD or DVD-5, simultaneous with the Closeout Documents.
- C. Special Requirements - Mechanical (if applicable): Operating instructions for the principal plant mechanical components, for use by operating personnel, shall be provided. They shall be laminated between thermoplastic sheets and affixed where directed by the Architect or Owner. Instructions shall describe the function of the equipment, its most economical operation, start-up and shut-down procedures, procedures to follow in event of failure, normal maintenance practices, and caution and warning notices.
- D. Special Requirements - Electrical (if applicable): Frame under glass, or clear plastic, one print of the "As-Built" power riser diagram at main switch or switchboard location or at a location directed by the Architect or Owner. Provide circuit identification for each circuit in each panel board cabinet.

1.08 GUARANTEES AND BONDS

- A. Contractor shall submit to the Architect, simultaneous with the Closeout Documents, all warranties, guarantees, and Surety Bonds. All such documents shall show the name and location of the Project and the name of the Owner.

1.09 INSTRUCTIONS

- A. Instruct Owner's personnel in required roof maintenance and operation of all systems, mechanical, electrical and other equipment, prior to requesting the Punch List Inspection.

1.10 ADVERTISEMENT OF COMPLETION

- A. Immediately after completion of the Contract, but not before receipt of a fully executed Final Completion Form, the General Contractor shall give notice of completion by an advertisement in the newspaper of general circulation published within the City or County wherein the work was done, once a week for four consecutive weeks.
- B. In no case will a final settlement be made upon the Contract until the expiration of thirty (30) days from commencement of advertisement or before receipt of advertisement with affidavit as required by law.
- C. Proof of publication of this Notice shall be submitted by the General Contractor, simultaneous with the Closeout Documents, by Affidavit of the publisher and a printed copy of the notice published. If no newspaper is published in the County, the notice must be posted at the

Courthouse for thirty (30) days and proof shall be made by the Probate Judge or Sheriff and the Contractor.

1.11 EVIDENCE OF PAYMENTS AND RELEASE OF LIENS

- A. Submit contractor's Affidavit of Payment of Debts and Claims: AIA G706, or approved equal.
- B. Submit Contractor's Affidavit of Release of Liens: AIA G706A, or approved equal, with:
 - 1. Consent of Surety to Final Payment: AIA G707, or approved equal.
 - 2. Contractor's Release or Waiver of LIENS.
- C. All submittals shall be duly executed before delivery to the Architect.

1.12 GENERAL CONTRACTORS GUARANTEE

- A. The General Contractor shall submit in addition to any other expressed guarantees and/or warranties, a guarantee of all work under this Contract for a period of one year from date of final acceptance. Also, the General Contractor shall provide the State of Alabama Five-Year Roof Guarantee – if applicable.

1.13 FINAL ADJUSTMENT OF ACCOUNTS

- A. Submit final statement of accounting to the Architect. Statement shall reflect all adjustments, including, but not necessarily limited to, the following:
 - 1. Original Contract Sum.
 - 2. Additions and deductions resulting from:
 - a. Previous change orders.
 - b. Cash allowances.
 - c. Unit Prices.
 - d. Other adjustments.
 - e. Deductions for uncorrected work.
 - f. Penalties and bonuses.
 - g. Deductions for liquidated damages.
 - 3. Total Contract Sum, as adjusted.
 - 4. Previous payments.
 - 5. Sum remaining due.

1.14 FINAL APPLICATION FOR PAYMENT

- A. Contractor shall submit final application in accord with requirements of General and/or Supplementary Conditions, simultaneous with the Closeout Documents.

1.15 YEAR END INSPECTION

- A. Sixty days prior to expiration of one year from date of "Final Acceptance" Contractor shall notify the Architect, in writing, of year-end inspection. Year-end inspection shall occur no more than forty-five and no less than fifteen days before the expiration of the Contractor's one year warranty. The Architect will make visual inspection of project in company with Owner and Contractor to determine whether correction of work is required, in accordance with provisions of General Conditions. For guarantees beyond one year, Architect will make inspections at request of Owner, after notification to Contractor. The Architect will promptly notify Contractor, in writing, of any observed deficiencies.

END OF SECTION