

## SECTION 01 78 13 - PROJECT CLOSEOUT CHECKLIST

### PART 1 - GENERAL:

#### 1.01 SUMMARY

- A. This Section consists of a shortform checklist for required closeout documents / submittals.

#### 1.02 RELATED SECTIONS

- A. Section 01 77 00 - Project Closeout

#### 1.03 REQUIREMENTS

- A. See Section 01 77 00 for the full requirements of each of the following:
1. Fully executed copy of the Certificate of Final Completion with copy of original punchlist
  2. Original Affidavit of "Advertisement of Completion" - a copy of the ad must be attached to the affidavit form. (Not required if original awarded contract is less than \$50,000.00)
  3. General Contractor's Affidavit of Release of Liens
  4. General Contractor's Affidavit of Payment of Debts and Claims - AIA G706A or approved equal
  5. Consent of Surety to Final Payment AIA G707 or approved equal (Not required if original awarded contract is less than \$50,000.00)
  6. General Contractor's "One Year Guarantee"
  7. General Contractor's "State of Alabama Roof Guarantee" - if applicable
  8. Other warranties as required by contract
  9. As-Built Drawings - Changes should be legible, in permanent ink, and supplemented by detailed sketches or drawings when necessary
  10. Operating and Maintenance Manuals / Submittal / Product Literature & Technical Data

#### 1.04 SUBMITTALS

- A. Closeouts shall be submitted to the Architect in the following packages:
1. Package #1 - **Final Pay Application Package** contains at least two (2) original pay applications with items #1 - #5 attached with binder clip or stapled - not in three ring binder or paper clipped.
  2. Package #2 - **Warranty Package** contains items #6 - #8 attached with binder clip or stapled - not in three ring binder or paper clipped.
  3. Package #3 - **Copy Package** contains copies of items #1 - #8 attached with binder clip or stapled - not in three ring binder or paper clipped.
  4. Package #4 - **Compact Disc Package** contains scans of items #1 - #10 in PDF format on a single CD, three CDs total, with each item saved by number from 1.03.A (above).

**END OF SECTION**