

SECTION 01770
CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout as follows:
1. Closeout Meeting
 2. Preliminary Acceptance
 3. Final Acceptance
 4. Punchlist
 5. Warranties
 6. Final cleaning.

1.2 CLOSEOUT MEETING

- A. Closeout Meeting: Approximately 2 months prior to scheduled completion of the Work, the Owner's Representative will schedule a closeout meeting. All parties involved in the successful opening of the school facility (or turnover of completed work to the Owner) will attend, and responsibilities for closeout will be outlined.
1. This meeting will include the development of a closeout schedule which will outline key dates for accomplishment of tasks by the various parties required for successful on-time completion.
 2. The General Contractor is to come to the meeting prepared to present pertinent proposed dates of activities requiring the involvement of the Owner, Architect, or Owner's Representative, including:
 - a. User training and instruction
 - b. Turnover of attic stock
 - c. Changeover of keying
 - d. Transfer of responsibility for utilities
 - e. Transfer of responsibility for insurance
 - f. Punchlist walkthroughs
 - g. Owner work and activities dependent on completion of General Contractor's contract work (e.g. furniture delivery).

1.3 PRELIMINARY ACCEPTANCE

- A. Preliminary Procedures: The following items are required to be completed in order for the Contractor to submit a valid request for Preliminary Acceptance:
1. Certificate of Occupancy

2. Completion of all Furnish and Install work under the Contract Documents except minor corrections (punchlist).
 - a. Contractor is to submit as part of their request for either Preliminary Acceptance or Punchlist their own list of items to be corrected (Contractor's Punchlist).
 3. Final Cleaning
 4. Final meter readings (where applicable)
 5. An acceptable "date certain" scheduled for formal changeover of locks to permanent keying.
 6. Final Test and Balance report
 7. Sign-offs evidencing completion of Training Sessions.
 - a. Confirmed scheduling of Training Sessions to be conducted coordinated with changeover of locks to permanent keying may be acceptable at the sole discretion of CPS and the Owner's Representative.
 8. Sign-offs evidencing turn-over of all required Attic Stock items to CPS school personnel.
 9. Removal of all temporary facilities and construction including gang boxes, tools, and excess materials not considered attic stock.
 - a. Tools and materials required for completion of punchlist work may be left on-site if properly stored and secured (e.g. in contractor gang-boxes) and in locations approved by the Building Engineer and School Principal.
- B. Request for Punchlist: The Contractor is to submit to the Architect of Record a formal written request for punchlist when the requirements for furnishing and installing work under the Contract Documents have been essentially completed except for minor corrections.
1. If, in the opinion of the Architect, the work is eligible for punchlist but the remaining requirements for Preliminary Acceptance are not satisfied, the Architect will conduct the review and issue a Draft Punchlist.
 2. If, in the opinion of the Architect, the work is not eligible for punchlist, the Architect at their sole discretion may or may not conduct a review. If a review is conducted of partially completed work, the Architect will issue a Partial Punchlist.
 - a. Notwithstanding issuance of a Partial Punchlist, provide a formal written request for re-inspection if it is determined that work is not sufficiently complete for issuance of a Draft or Final Punchlist.
 - b. Multiple requests for punchlist or multiple inspections by the Architect may be backcharged to the General Contractor at the sole discretion of the Owner's Representative.
- C. Request for Preliminary Acceptance: The Contractor is to submit to the AOR a formal written request for Preliminary Acceptance when all requirements of Paragraph 1.3A have been completed. This written request is to include a request for Final Punchlist.
1. If the timing of the Completion of the Contract Work coincides with completion of all other requirements for Preliminary Acceptance and a Draft Punchlist has not previously been issued, and if, in the opinion of the Architect, the work is eligible for punchlist and Preliminary Acceptance, a punchlist review will be conducted per Paragraph 1.3B and the Architect will issue the Certificate of Preliminary Acceptance with the Final Punchlist attached.
 2. If at the time of request of Preliminary Acceptance a Draft or Partial Punchlist has been issued, the Architect will update this punchlist to reflect punchlist work completed by the Contractor and/or any additional punchlist items not included on the previously issued

Punchlist, and will issue the Certificate of Preliminary Acceptance with the Final Punchlist Attached.

3. Request for Preliminary Acceptance is to include recommendations on changeover of utilities, security, and insurance.
4. The date of Preliminary Acceptance will be established as the date of receipt of the first valid request submitted by the Contractor.

1.4 FINAL ACCEPTANCE

A. Preliminary Procedures: The following items are required to be completed in order for the Contractor to submit a valid request for Final Acceptance:

1. All items required for Preliminary Acceptance listed in Paragraph 1.3A.
2. Completion of all Contract and Punchlist work.
 - a. Submit a copy of the Architect's Final Punchlist, indicating and stating that each item has been completed or otherwise resolved and agreed to.
3. Resolution of all outstanding Notices of Non-Compliance.
4. Submission of all approved and executed Warranties.
5. Submission of approved final Operations and Maintenance Manuals
6. Submission of approved final Project Record Documents (As-Builts).
7. Submission of Final Construction Photographs.
8. Submission of Final Survey.

B. Request for Final Inspection: The Contractor is to submit to the Architect of Record a formal written request for Final Inspection when all punchlist, Change Order, and Non-Compliance work has been completed or otherwise resolved and agreed to.

1. If, in the opinion of the Architect, the work is eligible for Final Inspection, the Architect will conduct the review. The Contractor is to be present for this Final Inspection. Any punchlist items found to be incomplete or otherwise unresolved will be re-issued to the Contractor. The Contractor is to issue a formal request for re-inspection once any remaining punchlist work has been completed or resolved.
 - a. When it is determined by the Architect that all punchlist, Change Order, and Non-Compliance work is complete, the Architect will sign the final annotated punchlist as evidence of Completion.
2. If, in the opinion of the Architect, the work is not eligible for Final Inspection, the Architect at their sole discretion may or may not conduct a review. If a review is conducted, the Architect will re-issue the Punchlist noting items completed and items open.
 - a. Notwithstanding re-issuance of the Punchlist, provide a formal written request for re-inspection if it is determined that work is not sufficiently complete for Final Inspection.
 - b. Work by the Architect associated with multiple requests for Final Inspection may be backcharged to the General Contractor at the sole discretion of the Owner's Representative.

C. Request for Final Acceptance: The Contractor is to submit to the AOR a formal written request for Final Acceptance when all requirements of Paragraph 1.3A have been completed. If a separate request has not been issued for Final Inspection, this request is to include a request for Final Inspection.

1. If, in the opinion of the Architect and the Owner's Representative all requirements are satisfied for Final Acceptance, the Architect will issue the Certificate of Final Acceptance.
 - a. If the Request for Final Acceptance includes a Request for Final Inspection, issuance of the Certificate of Final Acceptance will be predicated on successful completion of the requirements of Final Inspection outlined in Paragraph 1.4B and attendant articles.
2. If, in the opinion of the Architect and Owner's Representative all requirements are not satisfied for Final Completion, a letter will be issued rejecting the request, and the Contractor is to re-issue a written request for Final Completion once all conditions are satisfied.

1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
- B. Organize list of spaces in sequential order. An electronic spreadsheet form in Microsoft Excel format will be provided by the Owner's Representative to facilitate organization of punchlist information
 1. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 2. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect and Owner's Representative.
 - d. Name of Contractor.
 - e. Page number.

1.6 WARRANTIES

- A. Submittal for Review: Notwithstanding requirements of any other part of the Contract Documents, the Contractor is to submit sample copies of all warranties required under the Contract Documents to the Architect for review. Include a statement declaring the intended commencement date for each consistent with the requirements of the Contract. Note any warranties requiring signature by the Owner.
 1. Final Warranties will be accepted only after the Architect's approval of the sample warranty.
- B. Submission of Executed Warranties: Submit properly executed warranties no later than 5 days from the agreed-upon date of commencement of the warranty period.
- C. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.

1. Bind warranties and guarantees in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive **8-1/2-by-11-inch** paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: 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.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: 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.
1. Complete the following cleaning operations before requesting inspection for certification of Final Acceptance:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. 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.
- g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Sweep concrete floors broom clean in unoccupied spaces.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
 - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - l. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 - m. Wipe surfaces of mechanical and electrical equipment, [elevator equipment,] and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - n. Replace parts subject to unusual operating conditions.
 - o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - q. Clean ducts, blowers, and coils if units were operated without filters during construction.
 - r. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
 - s. Leave Project clean and ready for occupancy.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Board's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION