

SECTION 01 77 00

~~~ PROJECT NOTE ~~~~~

AOR/EOR IS RESPONSIBLE FOR REVIEWING THIS SPECIFICATION SECTION IN DETAIL FOR COORDINATION WITH THE PROJECT SCOPE OF WORK.

ALL "PROJECT NOTE" TEXT IS TO BE REMOVED FOLLOWING REVIEW OF THE CONTENT OF EACH NOTE BY THE AOR/EOR.

EDIT THE DOCUMENT FOOTER TO INCLUDE THE PROJECT NAME AND NUMBER.

EDIT THE DOCUMENT HEADER TO INDICATE THE "AOR PROJECT ISSUE" DATE. THE "CPS CONTROL" DATE SHOULD NOT BE EDITED.

ALL DIVISION 00 AND DIVISION 01 SECTIONS ARE TO BE REVIEWED BY THE DESIGN MANAGER/CONSTRUCTION MANAGER FOR THE PROJECT. AOR/EOR TO COORDINATE ACCORDINGLY.

~~~ END OF PROJECT NOTE ~~~~~

CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Closeout Meeting
- B. Preliminary Acceptance
- C. Punch List
- D. Final Acceptance

1.02 ADMINISTRATIVE REQUIREMENTS

- A. Closeout Meeting: Approximately 1 month prior to scheduled completion of the Work, the Board'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 Board) will attend, and responsibilities for closeout will be outlined.
 - 1. See Section 01 77 00.01 - Closeout Meeting Checklist
 - 2. 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.
 - 3. The Contractor will be prepared to present pertinent proposed dates of activities requiring the involvement of the Board, Architect/Engineer of Record, or Board's Representative, including:
 - a. Demonstration and training
 - b. Delivery and storage of maintenance materials (attic stock)
 - c. Changeover of keying
 - d. Transfer of responsibility for utilities
 - e. Transfer of responsibility for insurance
 - f. Punch List Walkthrough
 - g. Board work and activities dependent on completion of Contractor's work (e.g. furniture delivery).

1.03 SUBMITTALS

- A. Request for Preliminary Acceptance: Contractor to submit letter on company letterhead explicitly indicating that all requirements for Preliminary Acceptance have been satisfactorily completed.
 - 1. Request for Preliminary Acceptance must be submitted in conjunction with a Request for Punch List and a Contractor's List of Incomplete Items
- B. Request for Punch List: Contractor shall submit a written request for Punch List when the requirements of work under the Contract Documents has been substantially completed except for minor corrections.
 - 1. Request for Punch List must be accompanied by a Contractor's List of Incomplete Items
- C. Request for Final Inspection: Contractor to submit a written request for Final Inspection when all Punch List, Change Order, and Non-Compliance work has been completed or otherwise resolved and agreed to.
 - 1. Include a copy of the Architect/Engineer of Record's Final Punch List, indicating and stating that each item has been completed or otherwise resolved and agreed to.
- D. Request for Final Acceptance: Contractor to submit letter on company letterhead explicitly indicating that all requirements for Final Acceptance have been satisfactorily completed.
- E. Closeout Submittals: Section 01 78 00 - Closeout Submittals

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION

3.01 PRELIMINARY ACCEPTANCE

- A. The following items are required to be completed, submitted, or obtained in order for the Contractor to submit a valid request for Preliminary Acceptance:
 - 1. Certificate of Occupancy
 - 2. Completion of all work identified in the Contract Documents except minor adjustments, repairs or deficiencies in the work as determined by the Architect/Engineer of Record and the Board (Punch List).
 - 3. Final Cleaning per Section 01 70 00 - Execution Requirements
 - 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 Demonstration and Training sessions.
 - a. Confirmed scheduling of Training Sessions to be coordinated with changeover of locks to permanent keying may be acceptable at the discretion of the Board's Representative.
 - 8. Sign-offs evidencing turn-over of all required maintenance materials (attic stock) to 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 Punch List work may be left on-site if properly stored and secured and in locations approved by the Building Engineer and School Principal.
 - 10. Submittal of Contractor's List of Incomplete Items

- a. 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 items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 - c. Include the following information at the top of each page:
 - 1) Project name.
 - 2) Date.
 - 3) Name of Architect/Engineer of Record and Board's Representative.
 - 4) Name of Contractor.
 - 5) Page number.
 - 11. Submittal of Request for Punch List:
 - a. If, in the opinion of the Architect/Engineer of Record, the work is eligible for Punch List but the remaining requirements for Preliminary Acceptance are not satisfied, the Architect/Engineer of Record will conduct the review and issue a Draft Punch List.
 - b. If, in the opinion of the Architect/Engineer of Record, the work is not eligible for Punch List, the Architect/Engineer of Record at their sole discretion may or may not conduct a review. If a review is conducted of partially completed work, the Architect/Engineer of Record will issue a Partial Punch List.
 - 1) Notwithstanding issuance of a Partial Punch List, Contractor is to 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 Punch List.
 - 2) Multiple requests for Punch List or multiple inspections by the Architect/Engineer of Record may be back-charged to the Contractor at the sole discretion of the Board's Representative.
 - 12. Submittal of Request for Preliminary Acceptance:
 - a. If the timing of the Completion of the Contract Work coincides with completion of all other requirements for Preliminary Acceptance and a Draft Punch List has not previously been issued, and if, in the opinion of the Architect/Engineer of Record, the work is eligible for Punch List and Preliminary Acceptance, a Punch List Walkthrough will be conducted and the Architect/Engineer of Record will issue the Certificate of Preliminary Acceptance with the Final Punch List attached.
 - b. If at the time of request of Preliminary Acceptance a Draft or Partial Punch List has been issued, the Architect/Engineer of Record will update this Punch List to reflect Punch List work completed by the Contractor and/or any additional Punch List items not included on the previously issued Punch List, and will issue the Certificate of Preliminary Acceptance with the Final Punch List Attached.
 - c. Request for Preliminary Acceptance is to include recommendations on changeover of utilities, security, and insurance.
 - B. The date of Preliminary Acceptance will be established as the date of receipt of the first valid request submitted by the Contractor.
- 3.02 FINAL ACCEPTANCE
- A. The following items are required to be completed, submitted, obtained and approved by the Architect/Engineer of Record via the submittal module within the Owner Provided Contract Management Software System in order for the Contractor to submit a valid request for Final Acceptance:
 - 1. All items required for Preliminary Acceptance.
 - 2. Completion of all work identified in the Contract Documents.
 - 3. Completion of all Punch List work.
 - 4. Resolution of all outstanding Notices of Non-Compliance.
 - 5. Submission of all approved and executed Warranties.

6. Submission of approved final Operations and Maintenance Manuals
7. Submission of approved final Project Record Documents.
8. Submission of all items included in Section 01 78 00.01 - Closeout Documents Checklist
9. Submission of Final Construction Photographs.
10. Submission of Final Survey (if applicable).
11. Final Inspection:
 - a. If, in the opinion of the Architect/Engineer of Record the work is eligible for Final Inspection, the Architect/Engineer of Record will conduct the review. The Contractor is to be present for this Final Inspection. Any Punch List 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 Punch List work has been completed or resolved.
 - 1) When it is determined by the Architect/Engineer of Record that all Punch List, Change Order, and Non-Compliance work is complete, the Architect/Engineer of Record will sign the final annotated Punch List as evidence of completion.
 - b. If, in the opinion of the Architect/Engineer of Record, the work is not eligible for Final Inspection, the Architect/Engineer of Record at their discretion may or may not conduct a review. If a review is conducted, the Architect/Engineer of Record will re-issue the Punch List noting items completed and items open.
 - 1) Notwithstanding re-issuance of the Punch List, provide a formal written request for re-inspection if it is determined that work is not sufficiently complete for Final Inspection.
 - 2) Work by the Architect/Engineer of Record associated with multiple requests for Final Inspection may be back-charged to the Contractor at the sole discretion of the Board's Representative.
12. Request for Final Acceptance:
 - a. If, in the opinion of the Architect/Engineer of Record and the Board's Representative all requirements are satisfied for Final Acceptance, the Architect/Engineer of Record will issue the Certificate of Final Acceptance.
 - b. 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.
 - c. If, in the opinion of the Architect/Engineer of Record and Board'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.

END OF SECTION 01 77 00