

## SECTION 01770

### CONTRACT CLOSEOUT

#### 1.01 FINAL CLEANUP

- A. Just prior to Final Inspection, clean the entire construction area including buildings, other structures, landscaping, and site work included in this Contract as well as all other areas affected by the performance of work under this Contract. Perform cleanup work using personnel specializing in and skilled in building cleaning and maintenance work. Perform cleaning to standards considered normal for commercial janitorial work. Accomplish repair work using personnel specializing in performing and repairing the type of work being repaired. Perform repair work to the highest trade standards applicable to that type of work. Include:
1. Remove all temporary construction, signs, tools, equipment, excess materials, and debris.
  2. Sweep clean and then wash down all exterior pavement surfaces. Avoid washing sediment or hazardous material into drainage systems. Remove all grease and oil stains on pavement caused by Contractor's equipment.
  3. Rake all landscaped area; remove debris and cut lawns. Water and fertilized landscape materials. Replace damaged plant and landscape materials.
  4. Clean all glass without scratching. Scratched glass shall be replaced.
  5. Remove all lumps, splatters, spots, and stains caused by paint, adhesive, asphalt, concrete, mortar, plaster, sealant, or other foreign material from all exposed or finished surfaces. Remove all temporary labels.
  6. Patch any holes, chips, or defects in construction including finished surfaces.
  7. Touch up painted surfaces that are soiled, chipped, spotted, or otherwise flawed.
  8. Wash all floors with cleaner recommended by flooring manufacturer. Apply sealer and initial application of floor care product recommended by flooring manufacturer. Buff with power floor machine.
  9. Vacuum carpets (shampoo if necessary).
  10. Remove all dust with treated dust cloth and vacuum.
  11. Polish all hardware and non-ferrous metal.
  12. Clean all lighting fixtures.

#### 1.02 CONTRACTOR'S ACTION LIST OF ITEMS TO BE CORRECTED AND/OR COMPLETED

- A. During construction, the Contractor shall maintain an action list of items to be corrected and/or completed. The Contractor shall regularly add items and update the list as information becomes available or as requested by the Engineer. The Contractor shall deliver a current copy of the list to the Engineer at each progress meeting.

#### 1.03 SEMIFINAL INSPECTION/SUBSTANTIAL COMPLETION

- A. See General Conditions paragraph 13.7 through 13.15. When the Contractor considers the Work nearly complete, the Contractor shall review the Contract Documents, inspect the Work, and use the Contractor's action list to prepare a Contractor's Punch List of all deficient or uncompleted items. The Contractor shall complete or correct items on the Punch List. When the Work is Substantially Complete in accordance with General Conditions paragraph 13.7, the Contractor

shall notify the Engineer in writing that the Contractor has reviewed the Contract Documents, inspected the Work and believes that the Work is Substantially Complete and ready for Semifinal Inspection.

- B. See General Conditions paragraphs 13.9 through 13.10. On receipt of the Contractor's Punch List and notice that the work is ready for Semifinal Inspection, the Engineer will inspect the Work. The Engineer may add additional items to the Contractor's Punch List, may find that the work is not ready for inspection, is ready for inspection but not Substantially Complete or that the Work is Substantially Complete. When the Engineer finds the Work is Substantially Complete, it will prepare a Final Punch List and a notice of Substantial Complete, which will state the date of Substantial Completion and the time agreed to by the Owner and the Contractor (not to exceed 30 days) in which the Work shall be fully complete and ready for Final Inspection.

#### 1.04 FINAL INSPECTION, FINAL COMPLETION AND FINAL PAYMENT

- A. See General Conditions paragraph 13.11 through 13.15. When the Contractor has completed or corrected all the items on the Engineer's Final Punch List, the Contractor shall give the Engineer written notice that the Work is ready for Final Inspection. When the Engineer finds the Work acceptable and fully complete in accordance with the Contract Documents, and upon receipt of a final Application for Payment and all final submittals, the Engineer will recommend that the Owner issue a Notice of Final Completion, make Final Payment, and Accept the Work stating that to the best of the Engineer's knowledge, information, and belief, and on the basis of the Engineer's observations and inspection, the Work has been fully completed in accordance with the terms and conditions of the Contract Documents.
- B. Final Submittals include:
  - 1. Operation and Maintenance Manuals and Parts Lists
  - 2. Record Drawings
  - 3. Extra Materials
  - 4. Special Guarantees
  - 5. Maintenance Contracts
  - 6. Insurance Certificate showing required continuation of coverage beyond Final Payment. See General Conditions paragraph 4.6.
  - 7. Release of Liens. See General Conditions paragraphs 13.2 and 13.13
  - 8. Waiver of Claims by Contractor. See General Conditions paragraph 13.14.
  - 9. And any other submittals required by the Contract Documents and not previously received.
- C. The Owner will record the Notice of Final Completion at the County Recorders Office.
- D. The Owner will make Final Payment to the Contractor 35 days after recording the Notice of Final Completion.

#### 1.05 RECORD DRAWINGS

- A. The Contractor shall maintain on the jobsite, a complete set of Contract Documents and a complete file of all addenda, contract modifications and favorably reviewed submittals. The Contractor shall prepare a set of Record Drawings concurrently

with the construction of the Work and in accordance with General Conditions paragraph 5.13 and the following:

1. Show the invert elevation of all gravity piping and the top of pipe, top of conduit or top of protective concrete encasement for other utilities. Elevations shall be related to a permanent visible elevation benchmark set at the site by the Contractor.
  2. Show the horizontal location of underground utilities measured from permanent visible physical features such as face of building, face of tank, or centerline of manhole.
  3. Comply with detailed requirements in technical specification sections describing the type of information required on Record Drawings. The Contractor's copy of Contract Documents, Contract modifications and Record Drawings shall be available to the Engineer for weekly verification that the records are being currently updated.
- B. On completion, the Contractor shall employ professional drafters to transfer all information recorded on Record Drawings during construction to a set of Xerographic reproductions on 100 percent rag vellum obtained at Contractor's expense.
- C. Submit Record Drawings and obtain acceptance prior to completion.

#### 1.06 EXTRA MATERIALS

- A. Deliver specified extra materials and parts to Owner. Itemize all items on a transmittal letter in duplicate and obtain signature of receiving party. Submit copies of signed transmittals for all specified extra materials and parts prior to completion.

#### 1.07 SPECIAL GUARANTEES

- A. Article 12.11 of the General Conditions covers the Contractor's responsibility to remedy defects due to faulty workmanship and materials, which appear within one year from the date of Final Completion and acceptance by the Owner.
- B. Guarantees for more than one year when called for in various sections of the Specifications shall be evidenced by the Contract Documents and in the form of a special guarantee written on the letterhead of the Contractor, Subcontractor, or Supplier doing the work and/or supplying the item to be guaranteed, and countersigned by the Contractor as follows. Failure to provide the special guarantee on the letterhead shall not relieve the Contractor, Subcontractor, or Supplier from its obligations for the special guarantees.
- C. Special Guarantee:

We hereby guarantee that the \_\_\_\_\_, which we have provided in the \_\_\_\_\_, Project, was done in accordance with the Drawings and Specifications, and that the work, as installed, will fulfill the requirements of the guarantee included in Specification Section \_\_\_\_\_. We agree to repair or replace any or all of our work, together with any other adjacent work which may be damaged or displaced by so doing, that may prove to be defective in workmanship or material (with the exception of defects due to ordinary wear and tear, and unusual abuse or neglect) within a period of \_\_\_\_\_ years from the date of acceptance of the abovenamed facility, without any

expense whatsoever to the Owner. In the event of our failure to comply with the above-mentioned conditions within the period set forth in Article 12 of the General Conditions after being notified in writing by the Owner, we, collectively or separately, do hereby authorize the Owner to proceed to have said defects repaired and made good at our expense, and we will honor and pay the costs and charges therefor upon demand. We understand that the provisions of General Conditions paragraphs 12.15 and 12.16 apply to this Special Guarantee.

Signed \_\_\_\_\_  
(Subcontractor or Supplier)

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Countersigned \_\_\_\_\_  
(Contractor)

- D. Submit two notarized original signed copies of each required Special Guarantee prior to completion.

#### 1.08 TWELVE-MONTH INSPECTION

- A. Thirty (30) days prior to the expiration of the one-year guarantee period described in General Conditions Article 12, the Contractor shall tour the project with the Engineer and/or the Owner to prepare a list of corrective work required under the 12-month guarantee. The Contractor shall correct all items found to be defective within 20 days of receipt of the list of items to be corrected.

#### 1.09 MAINTENANCE CONTRACTS

- A. The Contractor shall deliver original signed copies of prepaid contracts for maintenance of equipment or systems in accordance with detailed requirements contained in technical specifications sections.

END OF SECTION