

DIVISION 1 GENERAL REQUIREMENTS

SECTION 01 7700

CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 Summary

- A. Section Includes: Administrative and procedural requirements for Contract closeout including, but not limited to, the following:
 1. Design-Build Team Punch list
 2. Owner Punch list
 3. Completion
 4. Acceptance

1.02 Design-Build Team Punch list

- A. Design-Build Team must prepare its compressive punch list and declare the Work is complete prior to requesting punch list inspection by the Owner. Design-Build Team must submit three paper copies and one electronic copy of its punch list to the Owner.
 1. Punch list must identify items noted by each of the Design-Build Team's engineering and architectural disciplines.
 2. 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 Design-Build Team that are outside the limits of construction.
 3. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
 4. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 5. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Construction Manager.
 - d. Name of Design-Build Team.
 - e. Page number, of total pages.

1.03 Owner Punch List

- A. Design-Build Team must submit a request for Final Inspection. The Owner will review the work, and all reports, documents, warranties, guarantees, certificates, and releases. Design-Build Team must make the following deliverables available for review prior to Completion. Upon review and approval by the Owner, the Design-Build Team must submit the approved final deliverables in the required amounts as Stated in the Contract Documents.
 1. Daily Inspection Reports.
 2. Independent Laboratory's Test and Inspection Reports.
 3. Public Utility Acceptance Reports.
 4. City of Santa Clarita Inspection Reports and Certificate of Occupancy, .
 5. Los Angeles County Inspection Reports, including but not limited to acceptance by the County Fire Department Prevention Division.
 6. Visitor Observation Reports.
 7. Product Manufacturers Inspection Reports.
 8. Design-Build Team Punchlist including status of correction.

9. Advise Owner of pending insurance changeover requirements.
 10. Submittal of binders for all warranties, workmanship bonds, maintenance service agreements, certifications, and similar documents.
 11. Submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases and Project Design Build Record Documents.
 12. Submit damage or settlement surveys, property surveys, and similar record information.
 13. Deliver tools, spare parts, extra materials/stock, and similar items to location designated by the Owner. Label with manufacturer's name and model number where applicable.
 14. Changeover in security provisions.
 15. Completion startup testing of systems log.
 16. Submit test/adjust/balance records.
 17. Submit commissioning and functional testing logs.
 18. Changeover in other utilities.
 19. Submit information for use, operation, and maintenance of area and equipment.
 20. Submit pest-control inspection report and warranty.
 21. Submit Section 01 7900 Demonstration and Training Manuals, DVD's and copies of attendance certificates.
 22. Submit Section 01 3232 Photographic Documentation.
 23. Submit Section 01 7839 Project Record Documents.
- B. The Owner will perform the Final Inspection and issue a Punchlist. When all work has been completed as identified on the Design-Build Team and or Owner Punch lists, Design-Build Team will request a re-inspection. The results of the re-inspection will form the basis of requirements for Completion.
- C. Re-inspection procedure: The Owner will re-inspect the work upon receipt of notice that the Work, including inspection list items from earlier inspections, have been completed, except items for which completion has been delayed because of circumstances acceptable to the Owner.
1. Upon completion of re-inspection, the Owner will prepare a Certificate of Acceptance, or advise the Design-Build Team of work that is incomplete or of obligations that have not been fulfilled but are required for Acceptance.
 2. If necessary, re-inspection will be repeated.

1.04 Completion

- A. Preliminary procedures: Before requesting inspection for Completion, complete the following. List all exceptions in the request.
1. In the application for payment that coincides with, or first follows the date Completion is claimed, show 100 percent completion for the portion of the work claimed as complete. Include supporting documentation for completion as indicated in the Contract Documents and a Statement showing an accounting of changes to the Stipulated Sum.
 - a. If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons why the Work is not complete.
 2. Advise Owner of pending insurance change-over requirements.
 3. Submit drafts of all warranties, workmanship bonds, maintenance agreements, final certifications and similar documents to the Owner before execution. Such items shall not detract from or confuse requirements or interpretations of Contract Documents. Final warranties shall be signed by manufacturers and, where specified, be countersigned by applicable installers and Subcontractors.
 4. Obtain and submit releases so the Owner can have unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates and similar releases.

5. Submit record documents, maintenance manuals, final Project photographs, damage or settlement survey, property survey, and similar final record information per Section 01 7839 Project Record Documents.
 6. Make final change-over of permanent locks and transmit keys to the Owner. Advise the Owner's personnel of change-over in security provisions.
 7. Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel. Discontinue or change over and remove temporary facilities from the site, along with construction tools, mock-ups, materials, equipment and similar elements.
 8. Repair damage caused by installation or use of temporary facilities, and restore permanent facilities used during construction to specified condition.
 9. Complete final clean-up per Section 01 7400 Cleaning.
 10. Touch-up, including touch-up painting and otherwise repair and restore marred exposed finishes.
- B. Inspection procedures: Upon receipt of a request for inspection, the Owner will either proceed with inspection or advise the Design-Build Team of unfulfilled requirements. The Owner will prepare the Certificate of Final Completion following inspection, or advise the Design-Build Team of construction that must be completed or corrected before the certificate will be issued.
1. The Owner will repeat inspection when requested and assured that the Work has been completed.
 2. Results of the completed inspection will form the basis of requirements for Acceptance.
- C. Warranty of Title
1. No material, supplies, or equipment for Work under the Contract shall be purchased subject to any chattel mortgage, security agreement, or under a conditional sale or other agreement by which an interest therein or any part thereof is retained by seller or supplier. The Design-Build Team warrants good title to all material, supplies, and equipment installed or incorporated in the Work and agrees upon completion of all the Work to deliver the premises, together with improvements and appurtenances constructed or placed thereon by Design-Build Team, to the Owner free from any claim, liens, security interest, or charges, and further agrees that neither the Design-Build Team nor any person, firm, or corporation furnishing any labor, materials or services for any Work covered by the Contract shall have right to lien upon the premises or improvement or appurtenances thereon. Nothing contained in this paragraph, however, shall defeat or impair right of persons furnishing labor, services or materials under bond given by the Design-Build Team for their protection or any rights under law permitting persons to look to funds due the Design-Build Team in hands of the Owner.

1.05 Acceptance

- A. Before requesting Final Inspection for Certification of Acceptance and final payment, complete the following.
1. Preliminary procedures: List exceptions in the request.
 - a. Submit final payment request with releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required per Contract Requirements.
 - b. Submit an updated final Statement, accounting for final additional changes to the Stipulated Sum.
 - c. Submit a certified copy of the Owner's final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for Acceptance and the list has been endorsed and dated by the Owner.
 - d. Submit final meter readings for utilities, a measured record of stored fuel, and similar data as of the date of Completion, or when the Owner took possession of and responsibility for corresponding portions of the Work.
 - e. Submit consent of surety to final payment.
 - f. Submit a final liquidated damages settlement Statement, when applicable.

- g. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Final Adjustments of Accounts
1. Submit a final statement of accounting to the Owner, showing all adjustments to the Contract Sum and complete and execute Document 00 6530 (Agreement and Release of Claims).
 2. If so required, the Owner shall prepare a final Change Order for submittal to Design-Build Team, showing adjustments to the Contract Sum that were not previously made into a Contract Modification.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION