

## SECTION 01 77 00

### CLOSEOUT PROCEDURES

#### PART 1 GENERAL

##### 1.01 FINAL INSPECTION

- A. When the Contractor believes that all work is complete, the Contractor shall personally inspect the work to certify completion of all contract requirements. The Contractor shall then notify the Architect, in writing, of project completion, and list outstanding or incomplete items required by the contract. Such written notification shall constitute the Contractor's certification of inspection, acceptance, and suitability of the work for the Architect's review. Before requesting an inspection, the Contractor shall have submitted to the Architect:
1. All shop drawings, submittals and product data as required by the Contract Documents.
  2. All reports and test results as required by the Contract Documents (i.e. air balance reports, concrete test reports, etc.)
  3. Inspection reports and certificates of agencies having jurisdiction.
  4. Price quotations for any outstanding change orders, bulletins, or claims.
  5. Schedule and perform all training required by the Contract Documents.
- B. The Contractor shall notify all applicable regulatory agencies that the project is complete and ready for final inspection, etc. Notifications shall include:
1. State of Colorado, Division of Oil & Public Safety.
  2. Denver Building Department.
  3. State of Colorado Plumbing Board.
  4. State of Colorado Electrical Board.
  5. Denver Health and Hospitals.
  6. Denver Wastewater Management.
  7. City and County of Denver Zoning Department.
  8. Any other agencies having jurisdiction.
- C. Within five (5) days of receipt of a request for inspection (and all required submittals and report(s)), the Architect will schedule a final inspection. The inspection will be attended by the Architect, the Architect's Consultants, DPS, DPS QA-QC, the General Contractor and major Sub-Contractors. A punch-list of work to be accomplished before acceptance of the project will be prepared by the Architect and distributed to all concerned parties.
1. The punch list of incomplete and unacceptable work shall be assigned a dollar value for each incomplete item. 5% retainage will be withheld from the general contractor's final payment.
  2. Unless otherwise arranged, at the time of final inspection the Contractor shall provide all keys at the project site. A full inspection of all locks and keying will be conducted by the Contractor and Owner at that time. At the completion of the Keying Inspection, all keys will be turned over to the Owner's Project Manager.
- D. At the time of final inspection, the Contractor shall turn over all mechanical systems and utility responsibilities to the Owner. If the building has been occupied prior to final inspection, the Contractor will turn over systems at that time.

##### 1.02 CLOSEOUT SUBMITTAL TO ARCHITECT

- A. Within 30 calendar days of the issuance of the final punch list, the Contractor shall have completed all punch list items. At that time, the Contractor shall advise the Architect in writing that the work has been thoroughly

inspected and is ready for final acceptance. Before a final acceptance review is conducted, the following shall be submitted to the Architect:

1. A set of drawings marked to reflect variations between original drawings and as-built conditions.
  2. A log of all subcontractors, and a log of all materials and product suppliers. Include addresses and phone numbers of each party.
- B. Within ten (10) days of receipt of above notification and submittals, the Architect will schedule an acceptance review.
- C. If all punch-list items have been completed to the satisfaction of the Architect and Owner, the Architect will recommend acceptance of the project. The Architect shall submit to DPS, a letter of recommendation for acceptance of the project stating that "to best of his/her knowledge" all work on the project has been completed according to the contract documents.
- D. If the Owner elects to accept the project without completion of all punch-list items, an amount equal to three (3) times the value of incomplete work will be held from subsequent pay requests until items have been completed.

### **1.03 CLOSEOUT SUBMITTAL TO OWNER.**

- A. Architect to submit to the District Project Manager (1) thumb drive or CD with electronic AutoCAD and PDF files of the record drawings and the Operation and Maintenance Manuals (PDF or Word Format).
- B. Submit (1) complete set of Operation and Maintenance Manuals in a 3-ring binder. If multiple buildings are within a project; provide individual manuals for each building. All manuals (electronic and printed) should include the following:
1. Product Warranty for not less than 24 months.
  2. Manufacturer's complete maintenance instructions including routine and preventive maintenance schedule for each component.
  3. Wiring diagrams and schematics where applicable.
  4. Manufacturer's printed operating instructions.
- C. Format for the record drawings will be as follows:
1. Submit record drawings in .dwg AutoCad Format (Verify the latest format that the District is using).
    - a) One drawing per CAD file. (No multi-layout files will be accepted). All external references, images, and special fonts should be bound in to the file.
    - b) Use paper space for the title block provided by DPS and model space for the project elements.
  2. One As-Printed electronic .PDF of each Record Drawing in addition to the AutoCAD file.
  3. General Format:
    - a) All electronic file(s) shall be required to be named the same as the DPS title block label standards (see Drawing Standards).
    - b) Drawing size and format – sheet size shall be no larger than 30x42" (ARCHE1) and no smaller than 24x36" (ARCHD).
    - c) Official Building Name, Building ID, Address and DPS parent project number shall appear in every title block (\*NOTE- program/school or construction names and program/school ID's cannot be used in record document title blocks).
    - d) "Record Drawing" ~~or "As Constructed"~~ shall be noted on each drawing.
- D. If applicable, also provide one official, electronic copy (AutoCAD and PDF) of each of the following additional Record drawings per the drawing standards described above.
1. Fire Suppression drawing.
  2. Building Automation drawing.

3. Clock Systems drawing.
4. Security Access Control drawing.
5. Surveillance drawing.
6. Security and Fire Alarm Detection drawings.
7. Irrigation Record Drawings.
8. The Contractor shall provide additional data as requested where such information is needed to verify compliance of materials, processes or workmanship with Contract Documents.

#### **1.04 FINAL ADJUSTMENT OF ACCOUNTS**

- A. If all punch-list items have been completed to the satisfaction of the Architect and Owner, the Contractor shall then submit to the Architect:
  1. All Guarantees and Warranties required by the Contract Documents. All Guarantees and Warranties shall bear the final completion date.
  2. Final Application for Payment.
  3. No additional payments will be made if certificate of occupancy (or certificate of compliance) has not been provided.
  4. Consent of surety to final payment.
  5. Certificate of Occupancy.
  6. Operating and maintenance manuals for all equipment and products as required by the Contract Documents.
  7. Documentation of Training required by the Contract. Documentation shall consist of copies of written material, video tapes, etc. which indicate the scope and detail of the various training sessions. Contractor to include names of all personnel trained.
- B. Following acceptance, the School District will issue a Notice of Final Settlement to the Contractor, setting the date for Final Settlement. Notice of Final Settlement will be published no less than twice during this period.
- C. Upon receipt of the preceding items, the Architect will recommend final payment including retainages.
- D. All closeout related documents, submittals, and required paperwork shall be delivered to the Architect AT ONE TIME for each phase of closeout.
- E. Architect's final payment will not be released until all project record documents including as-built drawings have been delivered to DPS and have been accepted as complete.

#### **1.05 PHASED PROJECT CLOSEOUT**

- A. Where construction occurs in various buildings or separated sites, the Contractor may request a phased closeout. Such phased closeout shall follow the procedures outlined above.

**END OF SECTION 01 77 00**