

SECTION 01 77 00

CONTRACT CLOSEOUT

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Closeout procedures.
- B. Final cleaning.
- C. Adjusting.
- D. Project record documents.
- E. Operation and maintenance data.
- F. Spare parts and maintenance Products.
- G. Warranties and Guarantees.
- H. Maintenance service.

1.2 RELATED SECTIONS

- A. Section 01 50 00 - Construction Facilities and Temporary Controls: Progress cleaning.
- B. Section 01 75 00 - Starting of Systems: System start-up, testing, adjusting, and balancing.

1.3 CLOSEOUT PROCEDURES

- A. Contractor shall notify Architect ten (10) days prior to the date on which the building will be ready for final inspection and prepare his own punch list of items to complete to meet contract documents. Such notice shall not be made until completion of all items is assured and has submitted completed punch list items to Architect. Architect will not schedule inspection for punch list until Contractor's completed punch list is received and each item is initialed by contractor as complete.
- B. Incomplete work found during the inspection shall be grounds for ceasing the inspection. Final inspection shall be resumed only upon completion of work.
- C. Minor adjustments and corrections to work shall not be considered cause for discontinuing final inspection.
- D. Upon receipt of the punch list prepared by Architect, the Contractor will immediately make necessary corrections to work as required for final completion of the project.

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- E. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Architect/Engineer's review.
- F. Provide submittals to Architect / Engineer that are required by any governing or other authorities.
- G. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due. The final application for payment will not be approved for payment by the Architect until the "COMPLETE CLOSEOUT" documents are provided to and reviewed by the Architect by the Contractor.
- H. Owner will occupy all portions of the building as specified in Section 01 11 00.

1.4 FINISHING

- A. Adjust windows, doors, drawers, hardware, appliances, motors, valves, controls, and other equipment for proper operation.
- B. Seal exterior joints between materials to form a waterproofed and airtight enclosure.
- C. Clean surface using appropriate materials and methods that will thoroughly clean but not damage materials and their finishes.

1.5 REPAIRS

- A. Unless Architect grants permission to repair any defective work, remove from project any work not in accordance with Contract Documents. Permission to repair any such work shall not constitute a waiver of Architect's right to require complete removal of defective work if repair operation does not restore quality and appearance of member of surface to Architect's satisfaction. If permission is granted, repair according to Architect's directions.

1.6 COMPLETED WORK

- A. Completed work shall find materials structurally sound, free from scratches, abrasions, distortions, chips, breaks, blisters, holes, splits, or other disfigurement considered as imperfections for the specific material.
- B. Completed surfaces shall be thoroughly clean and free from foreign materials and stains.
- C. Contractor is to install, connect, service and operate permanent systems at earliest practical dates, unless otherwise directed by Architect.
- D. Contractor is to provide Certification that finish grades and site structures placement is as per drawings and specifications. Refer to Section 01 40 00.

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1.7 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- D. Clean permanent filters or replace disposable filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean site: sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from the site.

1.8 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.
- B. Adjust windows, doors, drawers, hardware, appliances, motors, valves, controls, and other equipment for proper operation.

1.9 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed Shop Drawings, Product Data, and Samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternatives utilized.

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3. Changes made by Addenda and modifications. (Actual sections of addendum items may be pasted into specification in appropriate locations.)
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
 1. Measured depths of foundations in relation to finish floor datum.
 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent marker (i.e. new building, property line, etc.).
 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 4. Field changes of dimension and detail.
 5. Details not on original Contract drawings.
 6. Changes made by Addenda and modifications. (Actual sections of addendum items may be pasted onto drawings in appropriate locations.)
- G. Submit to Architect in electronic media, **two (2) Flash Drives**, containing **Record Documents as described in this section** and scanned **As-Built drawings in PDF format**, properly marked to show field modifications. **These shall include both Drawings and Specifications.** For videos asked for, provide videos on separate Flash Drives
- H. Submit to Architect as part of closeout documents in printed media, **one set of Record Documents, one hard copy set of Record Drawings (As-Built Drawings),**
- I. Submit **one set** of three-ring binders containing **only** manufacturer **warranties and guarantees** for each product and system provided under this contract. Provide installer and manufacturer warranty department phone numbers and contact person if available for each product and system.
- J. All paper copies of closeout items to be scanned and copied to the electronic media.

1.10 CLOSEOUT DOCUMENTS

- A. Prepare Flash Drive titled "CLOSEOUT DOCUMENTS", title of project, and subject matter.
- B. Submit two (2) complete Sets of closeouts and As-Built drawings in electronic format, within 60 days after final inspection.
- C. Organize closeout contents, logically organized into sections as described below.

GENERAL (section tab)

Contents:

1. Directory, listing names, addresses, and telephone numbers of Architect / Engineer, Contractor, Subcontractors, and major equipment suppliers.
2. Executed original of occupancy permit
3. Punch Lists showing items signed off as completed by Contractor.

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4. Contractor's "Asbestos Free" certification letter stating that no materials have been placed in the building containing asbestos material.
5. Contractors' storm water pollution" certification letter stating that the work has been performed in compliance with the requirements of the Arkansas Water and Air Pollution Control Act and the Federal Clean Water Act.

LIEN WAIVERS (section tab)

Lien Waivers must demonstrate that the project is free of any debt or claim from any subcontractor, supplier or vendor and that the project is free and clear except for monies owed the General Contractor. All subcontractors and suppliers must have been completely paid except for the percentage of monies owed by the General Contractor, or payment a bond posted for each sub-contractor and supplier for whom a balance is owed. For this project, the amount is not to exceed Five Percent (5%) of their contract. Lien waiver submitted from each subcontractor and supplier is to show the amount they are still owed. **These requirements are mandatory conditions to qualify for final payment.**

Contents:

1. AIA G706A - CONTRACTOR'S AFFIDAVIT OF RELEASE OF LIENS
2. AIA G706 - CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS
3. AIA G707 - CONSENT OF SURETY TO FINAL PAYMENT
4. Final Lien Release from each subcontractor and supplier.

WARRANTIES / GUARANTEES / BONDS (section tab)

- A. Provide notarized copies, one original and one photocopy. Execute and assemble transferable warranty documents from Subcontractors, suppliers, and manufacturers. Submit warranties prior to final Application for Payment. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within 10 days after acceptance, listing date of acceptance as start of warranty period.
- B. Provider manufacturer **warranties and guarantees** for each product and system provided under this contract. Provide installer and manufacturer warranty department phone numbers and contact the person if available for each product and system. This is a general listing; your specific project may not contain some of the items listed.

Contents:

1. General Contractor's Statement of Warranty
2. All manufacturers' warranties and guaranties stipulated or implied on equipment and products (i.e., carpet wear. prefinished metal finish, etc.)
3. One-year warranty from each subcontractor
4. Termite Protection Warranty (Five-Year)
5. Polished concrete warranty: Ten-Year
6. Executed membrane Roofing Guarantee (Twenty-Year NDL), two-year installer's warranty.
7. FM 1-90 roof uplift compliance letter from roofer.
8. Fluid-applied weather barrier (Five-Year)

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9. Executed Metal Roofing Guarantee (Five-Year Installer's Warranty, 20-year Finish Warranty)
10. Wood interior door: Lifetime warranty
11. Aluminum door construction: Lifetime warranty
12. Overhead Coiling Door: Limited Warranty (Refer to specific Specification Section)
13. Overhead sectional door warranty: (Refer to specific Specification Section)
14. Glazing warranty
15. Continuous hinges warranty: (manufacturer's lifetime warranty)
16. Lockset warranty: Mortise: Three-year
17. Exit device: Three-years.
18. Door closers: 30-years
19. Suspended ceilings: 30-year limited system performance Warranty
20. Rubber flooring: 10-year warranty
21. Millwork: 10-year warranty)
22. Modular carpet warranty: (Refer to specific Specification Section)
23. Fiber Reinforced Plastic (FRP): One-year warranty
24. Acoustical Panels: manufacturer's 2-year product warranty
25. Special coatings: 5-year warranty
26. Visual Display Surfaces: Life of Building
27. Toilet Partitions: Twenty-Five (25) year warranty
28. Window Shades: 25-year standard manufacturer's warranty
29. Hot Water Tank Warranty: (Refer to specific Specification Section and/or water heater schedule on drawings)
30. HVAC Manufacturers Warranties-(Contractor to fill out equipment warranty and registration cards and mail into manufacturer. Provide a copy of each warranty in the closeout manual.

1.11 OPERATION / MAINTENANCE DOCUMENTS

- A. Submit data on Flash Drive.
- B. Organize each individual section with printed title "OPERATION / MAINTENANCE DOCUMENTS", title of project, and subject matter.
- C. Submit one set of volumes, within 10 days after final inspection.
- D. Subdivide contents, logically organized into sections as described below, with tab titling each section. Prepare a Table of Contents for each system or material description identified as follows:

MECHANICAL (section tab)

Contents:

1. Directory, listing names, addresses, and telephone numbers of Subcontractors, and major equipment suppliers.
2. Operation and maintenance instructions, arranged by system. Identify the following:
 - a. Significant design criteria.
 - b. List of equipment.

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- c. Parts list for each component.
 - d. Operating instructions.
 - e. Maintenance instructions for equipment and systems.
 - f. Maintenance instructions for finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
 - g. Video on flash drive of each equipment and system training session.
3. Project documents and certificates, including the following:
 - a. Shop drawings and product data.
 - b. Air balance and test reports - see specifications.
 - c. Certificates.
 - d. Start up report on all major equipment items (See Division 23 of Specifications)
 - e. Copies of registration and warranty cards on major equipment initiating warranty time dated the date of substantial completion and mailed by contractor as required.

ELECTRICAL (section tab)

Contents:

1. Directory, listing names, addresses, and telephone numbers of Subcontractors, and major equipment suppliers.
2. Operation and maintenance instructions, arranged by system. Identify the following:
 - a. Significant design criteria.
 - b. List of fixtures, equipment and switch gear.
 - c. Parts list for each component.
 - d. Operating instructions.
 - e. Maintenance instructions for equipment and systems.
 - f. Maintenance instructions for finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
 - g. Video on flash drive of each equipment and system training session.
3. Project documents and certificates, including the following:
 - a. Shop drawings and product data.
 - b. Electrical System Test Report - see specifications
 - c. Certificates / Warranties.
 - d. Start up report
 - e. Copies of registration cards on major equipment initiating warranty time dated the date of substantial completion and mailed by contractor as required.

MISCELLANEOUS EQUIPMENT & MATERIALS (section tab)

Contents:

1. Directory, listing names, addresses, and telephone numbers of Subcontractors, and major equipment or materials suppliers.
2. Operation and maintenance instructions for equipment arranged by system and subdivided by specification section. Identify the following:
 - a. Significant design criteria.
 - b. List of equipment.
 - c. Parts list for each component.
 - d. Operating instructions.
 - e. Maintenance instructions for equipment and systems.

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- f. Maintenance instructions for finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
3. Finish material schedule including the following:
 - a. Listing of all materials
 - b. Manufacturers of each material.
 - c. Color or finish supplied on each material.
4. Project documents and certificates, including the following:
 - a. Shop drawings and product data.
 - b. Material Maintenance instructions and recommendations.
 - c. Wear, finish, or misc. guarantees

1.12 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Provide spare parts, maintenance, and extra products in quantities specified in individual specification sections.
- B. Deliver to project site and place in location as directed by Owner; obtain receipt prior to final payment.

1.13 CLOSEOUT SUBMITTAL LIST

The following is a list of submittals required by this section. It includes but is not necessarily limited to the following:

- All warranties guarantees and bonds as listed above.
- Record Drawings and Shop Drawings - Provide one set of All Shop Drawings, and two sets of Record Drawings per section 1.9.
- A Directory, listing names, addresses, and telephone numbers of Architect / Engineer, Contractor, Subcontractors, and major equipment suppliers.
- Executed original of occupancy permit
- Copy of Architect's and consultant's punch list(s) with the project manager's initials beside each item signifying that each item has been corrected.
- Contractor's "Asbestos Free" certification letter.
- Contractor's "storm water pollution" certification letter
- Contractor's "concrete placement" drawings identifying the area placed, the time and date of the placement and weather conditions.
- Finish grading and site structure placement certification
- Letter or proof stating SWPPP has been terminated for this contract from state environmental office and responsibility transferred to Building Contractor.
- AIA G706A - CONTRACTOR'S AFFIDAVIT OF RELEASE OF LIENS
- AIA G706 - CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS
- AIA G707 - CONSENT OF SURETY TO FINAL PAYMENT
- Final Lien Release from each subcontractor and supplier.
- General Contractor's Statement of Warrantee
- Inspection Report from Roofing Manufacturer's Representative.
- Third Party Special Inspection Reports
- Copy of HVAC Manufacturers Warranties and registration (Originals filled out and sent to manufacturer.)

- MECHANICAL, ELECTRICAL & MISCELLANEOUS EQUIPMENT
 - a. Directory, listing names, addresses, and telephone numbers of Subcontractors, and major equipment suppliers.
 - b. Design criteria.
 - c. List of equipment.
 - d. Parts lists
 - e. Operating instructions.
 - f. Maintenance instructions
 - g. Shop drawings and product data.
 - h. test reports.
 - i. Certificates.
 - j. Startup report.
- Finish material schedule including the following:
 - a. Listing of all materials
 - b. Manufacturers of each material.
 - c. Color or finish supplied on each material.
- Owner receipt of spare parts and maintenance products. Contractor will provide list, naming all spare material, items and parts as specified in individual sections or on drawings. The contractor will deliver spare material, items and parts to the owner and ask him to sign list as proof that all items have been provided as listed.

PART 2 PRODUCTS Not Used.

PART 3 EXECUTION Not Used.

END OF SECTION

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