

SECTION 01 77 00

CLOSEOUT PROCEDURES

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Requirements preparatory to final inspection.
- B. Final inspection.
- C. Acceptance of the Work and final payment.

1.02 MEASUREMENT AND PAYMENT

- A. Separate measurement or payment will not be made for work required under this Section. All costs in connection with the work specified herein will be considered to be included with the related item of work in the Bid Schedule of the Bid Form, or incidental to the Work.

1.03 REQUIREMENTS PREPARATORY TO FINAL INSPECTION

- A. The Contractor shall request a preliminary final inspection to determine the state of completion of the Work.
- B. The request shall be made in writing, addressed to the Engineer, at least seven days in advance of the requested date of the preliminary inspection.
- C. The Engineer will perform the preliminary inspection within three days of the requested date.
- D. Prior to the requested date of the preliminary inspection, the Contractor shall perform or provide the following, as applicable:
 - 1. Temporary facilities, except as may be required for punch list work, shall be removed from the site.
 - 2. The site and all applicable appurtenances and improvements shall be cleaned as specified in Section 01 74 14 - Cleaning.
 - 3. Record drawings and specifications shall be completed, signed, and submitted to the Engineer as specified in Section 01 78 39 - Project Record Documents.
 - 4. Operating instructions for equipment shall be properly mounted and posted as specified in Section 01 78 23 - Operation and Maintenance Data.

5. Guaranties and warranties shall be submitted to the Engineer, as specified in the General Conditions and various sections of the Specifications, along with required operations and maintenance manuals as specified in Section 01 78 23 - Operation and Maintenance Data.
- E. The Contractor shall be represented by its principal superintendent and such Subcontractors and Suppliers as may be necessary to answer the questions of the Engineer's inspection team.
- F. Certain elements of the Work, such as mechanical and electrical work, may be scheduled separately at appointed times in order to keep the preliminary inspection more focused and the number of persons in the Engineer's inspection team to a minimum.
- G. From the information gathered from this inspection, the Engineer will prepare a punch list of work to be performed, corrected, or completed.
- H. All work on the punch list shall be completed by the Contractor prior to requesting the final inspection.

1.04 FINAL INSPECTION

- A. When all requirements of the above prepared punch list have been completed, the Contractor shall request the final inspection to determine eligibility for issuance of the Certificate of Substantial Completion.
- B. The request shall be made in writing, addressed to the Engineer, at least seven days in advance of the requested date of the final inspection.
- C. The Contractor shall be represented by its principal superintendent and such Subcontractors and Suppliers as may be necessary to verify the completion of the Work including punch list items.
- D. Depending on the extensiveness of the punch list items, certain elements of the Work may be scheduled separately for final inspection at appointed times.
- E. If the Work has been substantially completed in accordance with the Contract Documents, and only minor corrective measures are required, the Engineer will recommend that the District issue a Certificate of Substantial Completion, based upon the Contractor's assurance that remaining corrective measures will be completed within the shortest practicable time period. The Engineer will attach a corresponding punch list to the Certificate of Substantial Completion. A fixed schedule for such corrective measures shall be submitted to the Engineer, for approval.
- F. If the Work has not been substantially completed in accordance with the Contract Documents, and corrective measures are still required, a new punch list will be prepared

by the Engineer, based on the information gathered from the final inspection, and the Contractor will be required to complete this work and then call for another final inspection, following the procedure outlined above.

- G. The date of the Certificate of Substantial Completion will establish the completion date of the Work, or portions thereof as specifically referenced in the Certificate, for determining liquidated damages.

1.05 ACCEPTANCE OF THE WORK AND FINAL PAYMENT

- A. Upon completion of the Substantial Completion punch list items, the Engineer will recommend that the District formally accept the Work.
- B. Acceptance of the Work will be made in accordance with Article GC5.14 of the General Conditions. Final payment will be made in accordance with Article GC9.8 of the General Conditions.

PART 2 – PRODUCTS

Not Used

PART 3 – EXECUTION

Not Used

END OF SECTION 01 77 00