

DIVISION 1 – GENERAL REQUIREMENTS SECTION 01 77 00 – CLOSEOUT PROCEDURES

PART 1 – GENERAL

1.01 SUMMARY

- A. Section Includes
 - 1. Administrative and procedural requirements for contract closeout
 - 2. Inspection Procedures
 - 3. Final Cleaning
- B. Related Documents
 - 1. Contract Documents, including specifications, drawings and details.

1.02 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Identify Work to be completed and reasons why the Work is not complete.
 - 2. Advise Authority of pending insurance changeover requirements.
 - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Obtain and submit releases permitting Authority unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 5. Prepare and submit Final Operation and Maintenance manuals as applicable.
 - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Authority. Label with manufacturer's name and model number where applicable.
 - 7. Complete commissioning and startup testing of systems as specified.
 - 8. Submit test records.
 - 9. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.

10. Submit changeover information related to Authority's occupancy, use, operation, and maintenance.
- B. Inspection: On receipt of Contractor's written request, the Authority will either proceed with inspection or notify Contractor of unfulfilled requirements. The Authority will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items identified that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.03 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Completion of all remaining Work and requirements identified at time of Substantial Completion.
 2. Final Cleaning
 3. Submit Project Record Documents.
- B. Inspection: On receipt of written request from Contractor, the Authority will either proceed with inspection or notify Contractor of unfulfilled requirements. If all work has not been completed the Authority will notify the Contractor of outstanding construction that must be completed or corrected.
1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected. The Contractor shall pay the Authority's costs for re-inspections of incomplete work.

PART 2 – PRODUCTS

2.01 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 – EXECUTION

3.01 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for Final Completion for entire Project or for a portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove labels that are not permanent.
 - f. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - g. Replace parts subject to unusual operating conditions.
 - h. Leave Project clean and ready for occupancy.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Authority's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION