

SECTION 01 77 00

CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 SUMMARY

A. Section Includes:

1. Closeout Procedures including:
 - a. Prerequisites to Final Contract Completion
 - b. Record Document Submittals
 - c. Demonstration, Operating and Maintenance Instructions
 - d. Final Cleaning

B. Related Sections:

1. Document 00 72 53 - General Conditions (Design-Build)
2. Section 01 78 23 – Operating and Maintenance Data
3. Section 01 78 39 – Project Record Documents
4. Section 01 78 43 – Spare Parts and Materials
5. Section 01 79 00 - Demonstration and Training
6. Divisions 02 through 33 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

1.02 DEFINITIONS:

A. Closeout is hereby defined to include general requirements near end of Contract Time, in preparation for final acceptance, final payment, normal termination of Contract, occupancy by the University, and similar actions evidencing completion of the work. Specific requirements for individual units of work are specified in Sections of Divisions 02 through 33. Time of closeout is directly related to “Final Completion” and, therefore, may be either a single time period for entire work or a series of time periods for individual parts of the work which have been certified as substantially complete at different dates. That time variation (if any) shall be applicable to other provisions of this Section.

1. Refer to the General Conditions for additional requirements.

1.03 SUBMITTALS

A. All submittals including copies of punch lists and inspection reports shall be submitted to the Design-Builder.

1.04 PREREQUISITES TO FINAL CONTRACT COMPLETION

A. General: Prior to requesting AOR's inspection for certification of Final Completion (for either entire work or portions thereof), the Subcontractor shall complete the following and list known exceptions in request:

1. In progress payment request, coincident with or first following date claimed, show either 100 percent completion for portion of work claimed as nearly complete, or list incomplete items, value of incompleteness, and reason for being incomplete.
2. Include supporting documentation for completion as indicated in these Contract Documents.

CLOSEOUT PROCEDURES
01 77 00 -1

3. Submit a statement showing accounting of changes to Contract Sum, including amounts of unspent allowances.
4. Prepare, submit, and complete a "Subcontractor's Punch List" in accordance with the General Conditions. This list, as well as correction of all items, must be completed before the AOR will schedule the Review of the Work.
5. Advise the University of pending insurance changeover requirements.
6. Submit Project Record Documents.
7. Discontinue (or change over) and remove from project site, temporary facilities and services, along with construction tools and facilities, mock-ups, and similar elements.
8. Make final changeover of permanent locks and return construction core keys to the University.
9. Complete startup testing of systems.
10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
11. Complete final cleaning-up requirements, including touch-up painting of marred surfaces.
12. Other items as required by the General Conditions.

1.05 ARCHITECT OF RECORD'S REVIEW OF THE WORK PROCEDURES

- A. AOR's Review of the Work: Refer to the General Conditions.

1.06 RECORD DOCUMENT SUBMITTALS

- A. General: Specific requirements submittals of Record Documents are indicated in individual Sections of these Specifications. Other requirements are indicated in the General Conditions and Section 01 78 39 "Project Record Documents". Do not use Record Documents for construction purposes. Protect from deterioration and loss in a secure, fire-resistive location.

1.07 WARRANTIES

- A. Submittal Time: Submit written warranties on request of the University's Representative for designated portions of the Work where commencement of warranties other than date of Contract Completion is indicated.
 1. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 DEMONSTRATION, OPERATING AND MAINTENANCE INSTRUCTIONS

- A. The Subcontractor shall, at the time of Final Completion and prior to final acceptance provide Demonstration and Training Instructions:
 1. Refer to Section 01 79 00 "Demonstration and Training" for additional requirements.

3.02 FINAL CLEANING

- A. General: Special cleaning for specific units of work is specified in sections of Divisions 02 through 33. Provide final cleaning of the work, at time indicated, consisting of cleaning each surface or unit of work to normal "clean" condition expected for a first-class building cleaning and maintenance program. Comply with manufacturer's instructions for cleaning operations.

CLOSEOUT PROCEDURES 01 77 00 -2

1. Refer to the General Conditions for General cleaning during progress of work and Final Cleaning requirements.
2. Where extra materials of value remain after completion of associated work and have become the University's property, dispose of these to the University's best advantage as directed by the University Representative.

END OF SECTION 01 77 00

CLOSEOUT PROCEDURES
01 77 00 -3

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Ohio University
Multi-Purpose Pavilion
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