SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Project Record Drawings.
2. Substantial Completion and Final Inspection.
3. Warranties.
4. Final cleaning.

1.2 PROJECT RECORD DRAWINGS

A. Maintain one complete full-size set of contract drawings and one full-size set of vendor-supplied drawings. Clearly mark changes, deletions, and additions using National Park Service drafting standards to show actual construction conditions. Show additions in red, deletions in green and special instructions in blue.

B. Keep record drawings current. Make record drawings available to the Contracting Officer for inspection at the time of monthly progress payment requests. If project record drawings are not current, the Contracting Officer may retain an appropriate amount of the progress payment.

C. On completion of the total project, submit complete record drawings. Include all shop drawings, sketches, and additional drawings that are to be included in the final set, with clear instructions showing the location of these drawings.

1.3 SUBSTANTIAL COMPLETION AND FINAL INSPECTION

A. When project, or designated portion of project, is substantially complete, request in writing a final inspection. Upon receipt of written request that project is substantially complete, the Contracting Officer will proceed with inspection within 10 days of receipt of request or will advise the Contractor of items that prevent the project from being designated as substantially complete.

B. If, following final inspection, the work is determined to be substantially complete, Contracting Officer will prepare a Punch List to be corrected before final acceptance and issue a Letter of Substantial Completion. Contractor shall complete the work described on the Punch List within 30 calendar days, as weather permits. If the Contractor fails to complete the work within this time frame, the Contracting Officer may either replace or correct the work with an appropriate reduction in the contract price or charge for re-inspection costs in accordance with the Inspection of Construction clause of the contract.

C. If, following final inspection, the work is not determined to be substantially complete; Contracting Officer will notify Contractor in writing. After completing work, Contractor shall

request a new final inspection. All re-inspection costs may be charged against the Contractor in accordance with the Inspection of Construction clause of the contract.

1.4 FINAL ACCEPTANCE OF THE WORK

A. Prior to requesting inspection for verification of completion of all outstanding items:

B. After all deficiencies have been corrected, a Letter of Final Acceptance will be issued.

1.5 WARRANTIES

A. Submittal Time: Submit written warranties on request of Contracting Officer for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.

B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.

1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.

C. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 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

3.1 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 certification of Substantial 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. 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.

C. Waste Disposal: Comply with requirements of Division 01 section, “Construction Waste Management.

END OF SECTION 017700