

# SECTION 01700 CONTRACT CLOSEOUT

## PART 1. GENERAL

### 1.01 SECTION INCLUDES

- A. Closeout Procedures
- B. Final Cleaning
- C. Adjusting
- D. Project Record Documents
- E. Operation and Maintenance Data
- F. Warranties
- G. Spare Parts and Maintenance Materials

### 1.02 RELATED SECTIONS

- A. Section 01500 - Construction Facilities and Temporary Controls: Progress cleaning.
- B. Section 01650 - Starting of Systems: System start-up, testing, adjusting, and balancing.

### 1.03 CLOSEOUT PROCEDURES

- A. 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 Authority's inspection.
- B. Provide submittals to Authority that are required by governing or other authorities.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- D. Authority will occupy all of the site as specified in Section 01010.

### 1.04 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. Clean site; sweep paved areas, rake clean landscaped surfaces.
- C. Remove waste and surplus materials, rubbish, and construction facilities from the site.

### 1.05 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

## **1.06 PROJECT RECORD DOCUMENTS**

- A. Maintain on site, one set of the following record documents; record actual revisions to the Work:
  - 1. Contract Drawings
  - 2. Specifications
  - 3. Addenda
  - 4. Change Orders and other Modifications to the Contract
  - 5. Reviewed shop drawings, product data, and samples
- B. Store Record Documents separate from documents used for construction.
- C. Record information concurrent with construction progress.
- D. 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 alternates utilized.
  - 3. Changes made by Addenda and Modifications.
- E. Record Documents and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Measured horizontal and vertical locations of underground utilities and appurtenances referenced to permanent surface improvements.
  - 2. Field changes of dimension and detail.
  - 3. Details not on original Contract Drawings.
- F. Submit documents to Authority with claim for final Application for Payment.

## **1.07 OPERATION AND MAINTENANCE DATA**

- A. Submit 4 sets prior to final inspection, bound in 8-1/2 x 11 inch (216 x 279 mm) text pages, 3 D-side ring capacity expansion binders with durable plastic covers.
- B. Prepare binder covers with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of project, and subject matter of binder when multiple binders are required.
- C. Internally subdivide the binder contents with permanent page dividers, logically organized as described below, with tab titling clearly printed under reinforced laminated plastic tabs.
- D. Contents: Prepare a Table of Contents for each volume with each product or system description identified; type on 24 pound white paper.
- E. Part 1: Directory, listing names, addresses, and telephone numbers of Engineer, Contractor, Subcontractors, and major equipment suppliers.
- G. Part 2: Operation and maintenance instructions arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of suppliers. Identify the following:
  - 1. List of equipment
  - 2. Parts list for each component
  - 3. Maintenance instructions for equipment

- G. Part 3: Project documents and certificates, including the following:
  - 1. Shop drawings and product data
  - 2. Air and water balance reports
  - 3. Certificates
  - 4. Photocopies of warranties
- H. Submit one copy of completed volumes in final form 15 days prior to final inspection. This copy will be returned after final inspection with Engineer comments. Revise content of documents as required prior to final submittal.
- I. Submit final volumes revised within 10 days after final inspection.

**1.08 WARRANTIES**

- A. Provide duplicate notarized copies.
- B. Execute and assemble documents from Subcontractors, suppliers, and manufacturers.
- C. Provide Table of Contents and assemble in 3 D-side ring binder with durable plastic cover.
- D. Submit prior to final Application for Payment.
- E. 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.

**1.09 SPARE PARTS AND MAINTENANCE MATERIALS**

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

**END OF SECTION**