

SECTION 01700
PROJECT CLOSEOUT

1.00 GENERAL

1.01 RELATED DOCUMENTS

- A. General provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to all work specified in this Section.

2.00 PRODUCTS

2.01 As referenced herein.

3.00 EXECUTION

3.01 CLEAN UP

- A. Clean entire project at the end of the job in accordance to accomplish the following:
 - 1. Remove stains from glass and metal, clean and polish same.
 - 2. Clean and polish all hardware and fixtures.
 - 3. Clean and polish all tile work and finishes.
 - 4. Clean and polish all paint, trim, and floors.
 - 5. Clean exterior of all debris and refuse.
 - 6. Clean and or change all lamps.
 - 7. Change all air filters.

3.02 OPERATING INSTRUCTIONS/MAINTENANCE MANUALS

- A. The Contractor shall provide to the Owner three (3) bound copies of Operating Instructions, line diagrams, color code, etc. for all equipment. These instructions shall include a complete description of all equipment, diagrams indicating the connections, oiling requirements, type of oil and grease to be used, and the method to be used in the operation of equipment. Maintenance instructions and warranties shall also be included.
- B. Final acceptance of the project shall be contingent upon receipt by the Owner from the Contractor of the following information not later than 30 days after Date of Substantial Completion.
 - 1. Cuts and brochures of all installed equipment (including Owner provided) with manufacturer's operation and maintenance manuals.
 - 2. List of all suppliers and subcontractors including addresses and telephone numbers and who is to be contacted in case of malfunction while equipment is under warranty or guarantee.
- C. Operating, Maintenance Instructions: Arrange for each installer of product/services requiring continuing maintenance (by Owner) or operation to meet with Owner's personnel at project site to provide basic instructions needed for proper operation and maintenance of entire work. Include instructions by manufacturer's representatives where installer is not expert in required procedures.

- D. Review maintenance manuals, record documents, tools, spare parts and materials, lubricants, fuels identification system, control sequences, hazards, cleaning and similar procedures and facilities.
- E. For operational equipment demonstrate start up, shut down, emergency operations, noise and vibration adjustments, safety, economy and efficiency adjustments, and similar operations.
- F. Listing of Instructions: specifically, but not by way of limitation, provide instructions to Owner's personnel on categories of work listed below.
 - 1. Mechanical/Electrical work.
 - 2. Roofing, flashing, joint sealers, and similar elements of work.
 - 3. Finish flooring.
 - 4. Elevator operation and maintenance.

3.03 WARRANTIES

- A. Provide to the Owner three (3) copies of warranties, guarantees and service contracts. Include in maintenance manuals.
- B. Effective date of warranties guarantees, and service contracts shall be Date of Substantial Completion of the Project by the Owner.
- C. Warranty shall be written in the form for the Contractor's work and the work of each subcontractor.

3.04 CERTIFICATE OF OCCUPANCY

- A. Furnish to the Owner, the final certificate of occupancy, or its equivalent, covering the Project issued by the building department having jurisdiction, or a certified copy of such certificate, prior to the delivery of possession of the premises.
- B. Furnish certificates from local governmental agencies that the construction has been inspected as required by law or ordinances and that the building is accepted by the following:
 - 1. Local Building Inspector
 - 2. Local Plumbing Inspector
 - 3. Local Fire Marshal
 - 4. Local Electrical Inspector

3.05 AS-BUILT RECORD PRINTS

- A. Provide to the Architect one (1) complete set of blue-line drawings and specifications which have been revised (marked up) to clearly indicate all changes to the documents which were made during the construction of the project either by instruction from the Architect/Owner or to accommodate field conditions.

3.06 RELEASE OF LIENS

- A. Neither the final payment nor any part of the retained percentage shall become due until the Contractor delivers to the Owner a complete release of all Liens arising out of this Contract. The Contractor may, if any subcontractor refuses to furnish a release, furnish a bond satisfactory to the Owner to indemnify the Owner against any Lien. If any Lien remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all monies that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

3.07 KEYS

- A. Keys shall be delivered to the Owner with key tags indicating the number and/or description of door or room each key is intended to fit. The Contractor shall prepare and furnish with the keys an itemized key schedule listing the door or room number of key, and number of keys being delivered for each door or lock.
- B. The Contractor shall secure from the Owner or his designated agent a signed receipt in triplicate acknowledging receipt of keys and key schedule. The Contractor shall retain one (1) copy of this and forward two (2) copies of the receipt to Architect.
- C. Provide Dual Master with secondary keying. General Contractor to meet with owner to establish exact keying requirements.

3.08 EQUIPMENT

- A. Coordinate demonstrations and trial runs of equipment for Owner and complete such demonstrations prior to final acceptance.

3.09 PUNCH LIST

- A. Provide a letter certifying that all items on the "Punch List" have been completed or corrected.

3.10 SUBCONTRACTORS LIST

- A. Provide list of Subcontractors with addresses, telephone numbers, and name of the responsible person who worked on the job.

3.11 FINISH SCHEDULE

- A. Provide a detailed Finish Schedule to include a listing of all materials used for the project that will list manufacturer, model #, type, color, etc.

3.12 EXTRA MATERIAL

- A. Provide (1) one full container for all finish material, including but limited to tile, paint, Acoustic Ceiling Tiles, and as called for in individual specification sections.

END OF SECTION 01700