

SECTION 01700
CONTRACT CLOSEOUT

PART 1 GENERAL

1.1 SECTION INCLUDES:

- A. Closeout procedures.
- B. Final cleaning.
- C. Adjusting.
- D. Project record documents.
- E. As-built survey.
- F. Operation and maintenance data.
- G. Spare parts and maintenance Products.
- H. Warranties and bonds.
- I. Maintenance service.

1.2 CLOSEOUT PROCEDURES

- A. Submit written certification that contract documents were reviewed, work inspected, and that work is complete in accordance with contract documents and ready for Owner and Architect review.
- B. Provide submittals to Architect and Owner 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. Owner will have the option to occupy all or portions of the facility.

1.3 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate for the surface and material.
- D. Replace filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from the site.
- H. Clean and sanitize water fountains (coolers).
- I. Clean all ledges, countertops and shelves with all-purpose non-abrasive cleaner leaving no residue.

1.4 ADJUSTING

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

1.5 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the work:
 - 1. Drawings/specifications and addenda.
 - 2. Change orders and other modifications to the contract.
 - 3. Reviewed shop drawings, product data, and samples.

4. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications - legibly mark and record at each product section description the products installed.
 1. Manufacturer's name, product model and number.
 2. Product substitutions or alternates utilized.
 3. Changes made by addenda and modifications.
- F. Record drawings and shop drawings - legibly mark each item to record actual construction.
 1. Measured depths of foundations in relation to finish first floor datum.
 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the work.
 4. Field changes of dimension and detail.
 5. Details not on original contract drawings.
- G. As-built survey: Upon completion of site construction improvements, provide Architect and Owner with a complete and accurate field survey prepared, signed and sealed by a Florida registered surveyor.
 1. Exact horizontal and vertical location relative to property lines and NGVD of buildings, concrete and asphalt surfaces and all drainage features including lakes, detention areas, berms, embankments and swales.
 2. The actual grades of the spot elevations shown on the paving and drainage plans.
 3. Provide sufficient information indicating a true representation of constructed grade conditions for areas where grading between two elevation points is not constructed at a uniform slope.
 4. Survey shall include cross sections elevations at 50' stations of swales, lakes, and drainage retention areas including banks, berms, bottoms and transitions constructed or improved.
 5. Elevations shown shall be accurate to the nearest tenth of a foot.
- H. Submit documents and Autocad 2004 on a CD to Architect and Owner, prior to claim for final Application for Payment.

1.6 OPERATION AND MAINTENANCE DATA

- A. See section 01730 for requirements.

1.7 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Provide spare parts, maintenance, and extra products in quantities specified in specification.
- B. Deliver to Owner; obtain receipt prior to final payment.

1.8 WARRANTIES AND BONDS

- A. Provide duplicate notarized copies.
- B. Execute and assemble transferable warranty documents from subcontractors, suppliers, and manufacturers.
- C. Provide Table of Contents and assemble in D-side 3-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 ten days after acceptance, listing date of acceptance as start of warranty period.

1.9 MAINTENANCE SERVICE

- A. Furnish service and maintenance of components indicated in specification sections for one-year from date of substantial completion.
- B. Examine, clean, adjust, and lubricate system components as required for reliable operation.
- C. Include systematic examination, adjustment, and lubrication of components repairing or replacing parts as required with parts produced by the manufacturer of the original component.
- D. Owner shall approve in writing of any transfers or reassignments of maintenance service tasks.

PART 2 PRODUCTS

2.1 APPROVED PRODUCTS

- A. Use only cleaning and maintenance products approved for use by the manufacturer. Where possible, use “Green” compliance products.

PART 3 EXECUTION

- 3.1 Not used.

END OF SECTION