SECTION 017800 - CONTRACT CLOSEOUT (FF&E)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

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

1. Inspection and re-inspection procedures at the Project's completion.
2. Final acceptance of the Work allowances.
3. Operation and maintenance manuals.
4. Closeout procedures.
5. Extra materials and spare parts.
6. Warranties.
7. Warranty inspections.
8. Record documents.
9. Final cleaning.

1.3 SUBSTANTIAL COMPLETION

A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following. List exceptions in the request.

1. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed as substantially complete.

    a. Include supporting documentation for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum.
    b. If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete installation, and reasons the Work is not complete.

2. Advise the Owner of pending insurance changeover requirements.
3. Submit specific warranties, maintenance agreements, final certifications, and similar documents.
4. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities.
5. Submit Record Drawings, operation and maintenance manuals, final project photographs, damage or settlement surveys, and similar final record information.

6. Deliver tools, spare parts, extra stock, and similar items.
7. Make final changeover of permanent locks and transmit keys to the Owner. Advise the Owner's personnel of changeover in security provisions.
8. Complete final cleanup requirements.
9. Touch up and otherwise repair and restore marred, exposed finishes.

B. Inspection Procedures: On receipt of a request for inspection, the Architect will either inspect or advise the Contractor of unfilled requirements. The Architect will prepare the Certificate of Substantial Completion following inspection or advise the Contractor of items that must be completed or corrected before the certificate will be issued.

1. The Architect will make final inspection when the Work has been completed.

1.4 FINAL ACCEPTANCE

A. Final Inspection: Request final inspection on completion of the following:

1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for goods and completed operations where required.
2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
3. Submit a certified copy of the Architect's final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance and list has been endorsed and dated by the Architect.
4. Submit consent of surety to final payment.

B. Re-inspection Procedure: The Architect will re-inspect the Work on receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except for items for which completion has been delayed because of circumstances acceptable to the Architect.

1. On completion of re-inspection, the Architect will prepare a certificate of final acceptance or advise the Contractor about the Work that is incomplete or about obligations that have not been fulfilled but are required for final acceptance.
2. If necessary, re-inspection will be repeated. Time will be assessed and charged by the Owner for more than one re-inspection.

1.5 RECORD DOCUMENT SUBMITTALS

A. Record Drawings: Maintain a clean, undamaged set of blue- or black-line white prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark which drawing is most capable of showing conditions fully and accurately. Where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.

1. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work.

2. Note related Change Order numbers where applicable.
3. Organize Record Drawing sheets into manageable sets. Bind sets with durable-paper cover sheets; print suitable titles, dates, and other identification on the cover of each set.

B. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record keeping and submittals in connection with actual performance of the Work. Immediately before the date or dates of Substantial Completion, complete miscellaneous records and place in good order. Identify miscellaneous records properly and bind or file to be ready for continued use and reference. Submit to the Architect for the Owner's records.

C. Operation and Maintenance Manuals: Bind properly indexed data in individual, heavy-duty, 2-inch 3-ring, vinyl-covered binders, with pocket folders for folded sheet information. Identify contents on front and spine of each binder. Include the following:

1. Emergency instructions.
2. Spare parts list.
3. Copies of warranties.
4. Wiring diagrams.
5. Inspection procedures.
6. Shop Drawings and Product Data.
7. Fixture lamping schedule.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 CLOSEOUT PROCEDURES

A. Operation and Maintenance Instructions: Arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. Include a detailed review of the following:

1. Operation and maintenance manuals.
2. Record documents.
3. Spare parts and materials, including touchup paint.
4. Tools.
5. Lubricants.
6. Identification systems.
7. Hazards.
8. Cleaning.
9. Warranties.
10. Maintenance agreements and similar continuing commitments.
11. Inventory data on magnetic media.

3.2 FINAL CLEANING

A. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean surfaces or units to the condition expected in a normal, 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:

   a. Remove labels that are not permanent.
   b. Clean mirrors and glass. Remove glazing compound. Replace clipped and broken glass.

   c. Clean exposed hard-surfaced finishes to a dust-free condition, free of stains, films, and similar foreign substances.
   d. Vacuum carpeted and upholstered surfaces.
   e. Remove temporary protection.

END OF SECTION 017800