

Section 01770

CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 SUMMARY

This Section includes:

- A. Substantial Completion Procedures.
- B. Closeout procedures for final submittals, operation and maintenance data, warranties, spare parts, and maintenance materials.
- C. Texas Department of Licensing and Regulation (TDLR) inspection for ADA compliance.

1.02 – 1.04 NOT USED

1.05 RELATED REQUIREMENTS

- A. Document 00300 – “Bid”
- B. Document 00700 – “General Conditions”
- C. Section 01110 – “Summary of Work”
- D. Section 01321 – “Construction Photographs”
- E. Section 01330 – “Submittal Procedures”
- F. Section 01782 – “Operations and Maintenance Data”
- G. Section 01785 – “Project Record Documents”

1.06 QUALITY ASSURANCE (NOT USED)

1.07 SYSTEM DESCRIPTION

- A. Substantial Completion
  - 1. Comply with Document 00700 – “General Conditions” (Section 15.5 – 15.6) regarding substantial completion when Contractor considers the Work, or portion thereof designated by Project Manager, to be substantially complete.

2. Insure the following items have been completed when included in the Work, prior to presenting a list of items to be inspected by Project Manager for issuance of a Certificate of Substantial Completion:
  - a. Cutting, plugging, and abandoning of water, wastewater, and storm sewer lines, as required by specifications for each item;
  - b. Construction of, and repairs to, pavement, driveways, sidewalks, and curbs and gutters;
  - c. Sodding and hydromulch seeding, unless waived by the Owner in writing;
  - d. General clean up including pavement markings, transfer of services, successful testing and landscape;
  - e. Installation of all applicable bid items included in Document 00300 – “Bid”; and
  - f. Any additional requirements in Section 01110 – “Summary of Work”.
3. Assist Project Manager with inspection of Contractor’s list of items and complete or correct the items, including items added by Project Manager, within a time period of 30 days or as mutually agreed.
4. Should Project Manager’s inspection show failure of Contractor to comply with substantial completion requirements, including those items in Paragraph 1.07.A.2 of this specification, Contractor shall complete or correct the items, before requesting another inspection by Project Manager.

**B. Closeout Procedures**

1. Comply with Document 00700 – “General Conditions” (Section 15.7 -15.9) regarding Final Completion and Final Payment when Work is complete and ready for Project Manager’s final inspection.
2. Provide Project Record Documents in accordance with Section 01785 – “Project Record Documents”.
3. Complete or correct items identified in Paragraph 1.07.A.4, with no new items added. Address new items during warranty period.
4. Owner will occupy portions of Work as specified in other Sections.

**C. Final Acceptance**

1. Final Cleaning Execute final cleaning prior to final inspection.

2. For facilities, clean interior and exterior glass and surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
  3. Clean equipment and fixtures to sanitary condition.
  4. Clean or replace filters of operating equipment.
  5. Clean debris from roofs, gutters, down spouts, and drainage systems.
  6. Clean site; sweep paved areas, rake landscaped surfaces clean.
  7. Remove waste and surplus materials, rubbish, and temporary construction facilities from site following final test of utilities and completion of Work.
2. Adjusting
- Adjust operating equipment to ensure smooth and unhindered operation.
3. Operation and Maintenance Data
8. Submit operations and maintenance data as noted in Section 01330 – “Submittal Procedures” and Section 01782 – “Operations and Maintenance Data”.
- D. SPARE PARTS AND MAINTENANCE MATERIALS
1. Provide products, spare parts, maintenance, and extra materials in quantities specified in individual Specification sections.
  2. Deliver to location as directed by Project Manager; obtain receipt prior to final Payment Application.
- E. TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR) INSPECTION
1. Contact TDLR’s Houston Regional Office, 5425 Polk Street, Suite G80 Houston, Texas, 77023, telephone 713-924-6300, to schedule an inspection for ADA compliance prior to final completion.
  2. Provide results of TDLR’s inspection to Project Manager prior to final inspection.
- F. FINAL PHOTOS
- Provide per Specification Section 01321 – “Construction Photographs”.

1.13 WARRANTY

- A. Provide one original and two copies of each warranty from subcontractors, suppliers, and manufacturers.
- B. Provide Table of Contents and assemble warranties in three-ring/D binder with durable plastic cover.
- C. Submit warranties prior to final progress payment.
- D. Warranties shall commence in accordance with requirements in Document 00700 – “General Conditions”.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION