

DIVISION 1 GENERAL REQUIREMENTS

SECTION 01 77 00 CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 FINAL CLEANING

- A. Comply with the requirements specified in the Construction Contract.

1.2 SUBSTANTIAL COMPLETION AND FINAL INSPECTION

- A. Comply with the requirements specified in the Construction Contract.

1.3 PROJECT CLOSEOUT SUBMITTALS

- A. Upon acceptance of the Work by the Owner and before a Final Certificate for Payment has been issued in accordance with the Agreement, the following shall be submitted to the Owner.
 - 1. Project Record Documents, as specified in the Agreement.
 - 2. Maintenance Material (Extra Stock):
 - a. Where called for in the Specifications, deliver to Owner materials for use in maintenance work.
 - b. Provide list of materials delivered to Owner, indicating date and acceptance by Owner.
 - 3. Guarantees and warranties as required by the Contract Documents.
 - 4. Evidence of payment and release of liens, if requested, in accordance with the Agreement.
 - 5. Bonds and service and maintenance contracts, as required by the Contract Documents, executed by Contractor, subcontractor, manufacturer, and supplier as applicable.
 - 6. Operating and Maintenance Manuals: Furnish not less than **two complete sets** of manuals containing manufacturer's instructions for maintenance and operation of each item of equipment and apparatus provided under this Contract and any additional data specifically required under various Sections of the Specifications.
 - a. Manuals shall be 8-1/2 inches x 11 inches in size, with over-sized charts and drawings properly folded, arranged in systematic order, indexed, and suitably bound in three-ring "View" binders with hard plastic covers.
 - b. Provide slip-in sheet for cover of each manual, with name of Project, Owner, Architect, Contractor, subcontractor, and date of Substantial Completion.
 - c. Assemble separate manuals for each section.
 - d. Include names and addresses of manufacturers and their local representatives for each item.
 - e. Check each manual for completeness, and deliver to the Architect, unless otherwise directed.
 - 7. Keys, in accordance with individual Section requirements.

1.4 FINAL ADJUSTMENT OF ACCOUNTS

- A. Comply with the requirements specified in the Construction Contract.

1.5 FINAL APPLICATION FOR PAYMENT

- A. Contractor shall submit the final Application for Payment in accordance with procedures and requirements stated in the Agreement.

END OF SECTION