

Section 01770

CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures to establish Date of Substantial Completion.
- B. Closeout procedures for final submittals, O&M data, warranties, spare parts and maintenance materials.
- C. Texas Department of Licensing and Regulation (TDLR) inspection for Texas Accessibility Standards (TAS) compliance.

1.02 SUBSTANTIAL COMPLETION

- A. Comply with Document 00700 - General Conditions regarding Date of Substantial Completion when Contractor considers the Work, or portion thereof designated by Project Manager, to be substantially complete.
- B. 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:
  - 1. cutting, plugging, and abandoning of water, wastewater, and storm sewer lines, as required by Contract documents for each item;
  - 2. construction of, and repairs to, pavement, driveways, sidewalks, and curbs and gutters;
  - 3. sodding and hydromulch seeding, unless waived by Project Manager in writing;
  - 4. general clean up including pavement markings, transfer of services, successful testing and landscape;
  - 5. additional requirements contained in Section 01110 - Summary of Work.
- C. Assist Project Manager with inspection of Contractor's list of items and complete or correct the items, including items added by Project Manager, within specified time period.
- D. Should Project Manager's inspection show failure of Contractor to comply with requirements to obtain Date of Substantial Completion, Contractor shall complete or correct the items, before requesting another inspection by Project Manager.

1.03 CLOSEOUT PROCEDURES

- A. Comply with Document 00700 - General Conditions regarding final completion and final payment when the Work is complete and ready for Project Manager's final inspection.
- B. Provide Project Record Documents in accordance with Section 01785 - Project Record Documents.
- C. Provide Final Photos in accordance with Section 01321 – Construction Photographs.
- D. Complete or correct items on punch list, with no new items added. Address new items during warranty period.
- E. The City will occupy portions of the Work as specified in other sections.

1.04 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. 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.
- C. Clean equipment and fixtures to sanitary condition.
- D. Clean or replace filters of operating equipment.
- E. Clean debris from roofs, gutters, down spouts, and drainage systems.
- F. Clean site; sweep paved areas, and rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and temporary construction facilities from site following final test of utilities and completion of the Work.

1.05 ADJUSTING

- A. Adjust operating equipment to ensure smooth and unhindered operation. Value of this testing and adjusting is five percent of Lump Sum Price in the Schedule of Values for item being tested

- 1.06 OPERATION AND MAINTENANCE (O&M) DATA
- A. Submit O&M data as noted in Section 01782 – Operations and Maintenance Data.
  - B. Five percent of Lump Sum Price of each piece of equipment as indicated in Schedule of Values will not be paid until after the required O&M data submittals are received and approved by Project Manager.
- 1.07 WARRANTIES
- A. Provide one original and two copies of each warranty from Subcontractors, Suppliers, and manufacturers.
  - B. Provide Table of Contents and assemble warranties in a 3-ring/D binder with durable plastic cover.
  - C. Submit warranties prior to issuance of a Certificate of Final Completion and final progress payment.
  - D. Warranties shall commence in accordance with the requirements in Document 00700 - General Conditions.
- 1.08 SPARE PARTS AND MAINTENANCE MATERIALS
- A. Provide Products, spare parts, maintenance and extra materials in quantities specified in individual Specification sections. With maintenance materials provide recommended procedures to follow for their use.
  - B. Deliver to a location within the City limits as directed by Project Manager. Applicable items must be delivered prior to issuance of a Certificate of Final Completion and final progress payment.
- 1.09 TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR) INSPECTION
- A. Contact Project Manager to schedule a TDLR Post Construction Inspection of the Work for compliance with Texas Accessibility Standards (TAS).
  - B. Provide compliance with TAS through TDLR inspection results of the Work prior to issuance of a Certificate of Final Completion and final progress payment.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION