

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 GENERAL

1.1 CLOSEOUT PROCEDURES

- A. Final Inspection:
 - 1. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with the Contract Documents and ready for Architect's inspection.
 - 2. If Landscape Architect performs reinspection due to failure of Work to comply with claims of status of completion made by Contractor, Developer will compensate Landscape Architect for such additional services and will deduct the amount of such compensation from final payment to Contractor.
- B. Submit final Application for Payment showing original Contract Sum, adjustments, previous payments, retainage withheld from previous payments, and sum remaining due.
- C. Closeout Submittals:
 - 1. Evidence of compliance with requirements of governing authorities.
 - 2. Certificate of Occupancy.
 - 3. Project Record Documents.
 - 4. Operation and Maintenance Data.
 - 5. Warranties.
 - 6. Spare parts and maintenance materials.
 - 7. Evidence of payment of Subcontractors and suppliers.
 - 8. Final lien waiver.
 - 9. Certificate of insurance for products and completed operations.
 - 10. Consent of Surety to final payment.

1.2 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. Clean surfaces exposed to view. Remove temporary labels, stains and foreign substances.
- C. Clean debris from drainage systems.
- D. Clean site; sweep paved areas, rake clean landscaped surfaces.
- E. Remove waste and surplus materials, rubbish, and construction facilities from the site.

1.3 ADJUSTING

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

1.4 PROJECT RECORD DOCUMENTS

- A. Maintain following record documents on site; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other Modifications to the Contract.
 - 5. Reviewed Shop Drawings, Product Data, and Samples.
 - 6. Material Safety Data Sheets.
- B. Store Record Documents separate from documents used for construction.
- C. Record information concurrent with construction progress.

- D. Make entries neatly and accurately.
- E. Label each set or volume with "PROJECT RECORD DOCUMENTS", project title, and description of contents.
 - 1. Organize contents according to Project Manual table of Contents.
 - 2. Provide table of contents for each volume.
- F. Drawings: Mark each item to record actual construction including:
 - 1. Measured depths of foundations in relation to finish grade.
 - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - 3. Field changes of dimension and detail.
 - 4. Details not on original Drawings.
- G. Specifications: Mark each Product section description of actual Products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates utilized.
 - 3. Changes made by Addenda and Modifications.
- H. Shop Drawings: Mark each item to record actual construction including:
 - 1. Field changes of dimension and detail.
 - 2. Details not on original Shop Drawings.
- I. Submit electronically in Adobe PDF format along with final Application for Payment.

1.5 OPERATION AND MAINTENANCE DATA

- A. Identify as "OPERATION AND MAINTENANCE INSTRUCTIONS" and title of project.
- B. Contents:
 - 1. Directory: List names, addresses, and telephone numbers of Landscape Architect, Contractor, Subcontractors, and major equipment suppliers.
 - 2. Operation and maintenance instructions: Arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
 - a. Significant design criteria.
 - b. List of equipment.
 - c. Parts list for each component.
 - d. Operating instructions.
 - e. Maintenance instructions for equipment and systems.
 - f. Maintenance instructions for special finishes, including recommended cleaning methods and materials and special precautions identifying detrimental agents.
 - 3. Project documents and certificates including:
 - a. Shop drawings and product data.
 - b. Certificates.
 - c. Copies of warranties and bonds.
- C. Submittal:
 - 1. Submit electronically in Adobe PDF format at least 15 days prior to final inspection.
 - 2. Landscape Architect will notify Contractor of any required revisions after final inspection.
 - 3. Revise content of documents as required prior to final submittal.
 - 4. Submit revised documents electronically in Adobe PDF format within 10 days after final inspection.

1.6 WARRANTIES

- A. Execute and assemble documents from Subcontractors, suppliers, and manufacturers.

- B. Include Table of Contents.
- C. Submit electronically in Adobe PDF format along with final Application for Payment.

1.7 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide spare parts and maintenance materials in quantities specified in individual specification Sections.
- B. Inspect spare parts and maintenance materials jointly with Developer:
 - 1. Arrange for replacement of damaged, defective, and missing items.
 - 2. Obtain receipt from Developer prior to final payment.
- C. Packaging:
 - 1. Leave products in original packaging when possible.
 - 2. Supplement and reinforce original packaging when required to ensure safe transport and storage.
 - 3. Clearly mark containers to identify contents.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

END OF SECTION