

SECTION 01770 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for Contract closeout including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Project record document submittal.
 - 3. Final cleaning.
- B. Other closeout requirements for all Work are included in the individual sections and in the General Conditions.
- C. Solely for purposes of the Specifications, "Substantial Completion" is defined as that state when the Contractor has complied with the Contract requirements, except for minor deviations, and the Project is sufficiently complete and capable of being used by LMDC for the intended purpose.

1.2 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for Substantial Completion, complete the following.
 - 1. Provide supporting documentation for completion as indicated elsewhere in the Contract Documents and a statement showing an accounting of changes to the Lump Sum if any.
 - 2. Submit a list to LMDC, of incomplete items, the value of incomplete Work, and reasons the Work is not complete.
 - 3. Obtain and submit releases enabling LMDC unrestricted use of the Work and access to services and utilities.
 - 4. Submit final Project photographs, damage or settlement survey, and utility lines survey.
- B. Inspection Procedures: On receipt of a request for inspection, the Owner's Representative will either proceed with inspection or advise the Contractor of unfilled requirements. LMDC will notify the Contractor of Substantial Completion following the inspection or advise the Contractor of Work that must be completed or corrected before Substantial Completion.
 - 1. The Owner's Representative will repeat the inspection when requested and when assured that the Work is substantially complete.
 - 2. Results of the completed inspection will form the basis of the requirements for Final Completion.

1.3 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting reinspection for Final Completion, complete the following:

1. Submit final payment request with releases and supporting documentation not previously submitted and accepted.
 2. Submit an updated final statement, accounting for final additional changes to the Lump Sum, if any.
 3. Submit a certified copy of the previous Substantial Completion inspection list of items to be completed or corrected. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance, and shall be endorsed and dated by the Contractor.
 4. Submit record documents and similar final record information.
- B. Reinspection Procedure: The Owner's Representative will reinspect the Work upon receipt of notice from the Contractor that the Work, including inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to LMDC.
1. Upon completion of reinspection, LMDC will either issue a Notice of Final Completion to the Contractor or advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled and are required for Final Completion.
 2. If necessary, reinspection will be repeated.

1.4 RECORD DOCUMENT SUBMITTALS

- A. Record documents are not to be used for Deconstruction purposes. Provide access to record documents for Owner's reference during Normal Working Hours.
- B. Record Drawings: Maintain and submit a clean, undamaged set of blue or black line white prints of Contract drawings and shop drawings. Such shall be marked up to show any remaining portions of the building to include the existing foundation, Cellar "B" slab, locations of utilities, and retaining wall bracing. Mark the drawing that 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. Mark new information not shown on Contract Drawings or Shop Drawings.
 3. Note related Change Order numbers where applicable.
 4. 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.
- C. Record Specifications: Maintain and submit one complete copy of the Specifications with addenda. Include one copy of other written construction documents, such as Change Orders and modifications issued in printed form during deconstruction.
1. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications.
 2. Give particular attention to substitutions and selection of options, and information about concealed construction that cannot otherwise be readily determined later by direct observation.
 3. Note related record drawing information and product data.

- D. Other Documentation: Maintain and submit complete Hazardous Materials Waste Manifests and a complete and comprehensive summary of waste management and energy consideration goals and accomplishments.

1.5 UTILITY LINES SURVEY

- A. Provide an accurately dimensioned survey showing location and elevation and condition of all utility lines subsequent to deconstruction including caps, valves, connections and changes in direction, within property lines and outside of building walls for a distance 5' beyond the point of disconnection.
 - 1. Points where utility lines leave buildings shall be dimensioned from Building corners.
 - 2. Points where utility lines cross property lines shall be dimensioned from lot monuments.
 - 3. Final survey shall be performed by a New York State licensed surveyor stamped and submitted on a mylar transparency.

1.6 FINAL SITE SURVEY

- A. Provide an accurately dimensioned topographical conditions survey showing meets and bounds and final elevations including but not limited to the following:
 - 1. Existing Slab.
 - 2. Foundation Walls.
 - 3. Structural Steel.
 - 4. Sidewalks.
 - 5. Ramps.
 - 6. Driveways.
 - 7. Curb Cuts.

1.7 COMPLIANCE WITH GENERAL CONDITIONS REQUIREMENTS

- A. Comply with all requirements following Final Completion set forth in Article 28 of the General Conditions.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. Remove all deconstructed materials, equipment and debris from the Site at the completion of the Work.
- B. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid the Project of rodents, insects, and other pests.

- C. Removal of Protection: Remove temporary protection and facilities installed for the protection of the Work during deconstruction unless otherwise directed by LMDC.
- D. Compliance: Comply with all Legal Requirements regarding cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Site or any adjacent property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from the Site, transport and dispose of them lawfully.

3.2 DEMOBILIZATION

- A. Refer to Section 01500 for removal of temporary facilities and controls.

END OF SECTION 01770