

## CHAPTER 7: CLOSEOUT AND RECORD DOCUMENTS

### 7.01 PROJECT CLOSEOUT CHECKLIST

Use the C72 Project Closeout Checklist provided in Appendix 1 for additional guidance in project closeout requirements. Complete the checklist and submit it to the Owner at each milestone designated by the sections of the checklist.

### 7.02 REPORT OF FINAL INSPECTION

Upon achievement of final completion submit a completed F68 Report of Final Inspection to the Owner.

### 7.03 FINAL PAYMENT TO CONTRACTOR

A. Requirements for final payment to a construction contractor are in 00 72 13 General Conditions of the Contract for Construction and in 01 29 76 Payment Procedures. Requirements for final payment to a non-construction contractor are in 00 72 63 General Conditions of the Contract for Non-Construction.

B. Require the Contractor to correct any deficiencies in data binders and other record documents prior to certifying final payment.

C. Advertisement before Final Payment:

1. Determine whether any one of the following circumstances applies.
  - a. Contract sum is \$100,000 or less, and the contract therefore has no Surety
  - b. General Contractor has been declared in default;
  - c. Surety has been required to assume an active role in the completion of the contract;
  - d. Owner representatives charged with administration of the construction contract have, in their judgment, sufficient information or concern regarding the Contractor's payment for all materials, supplies, labor, and equipment used on the project and has so instructed the Designer to advertise the final payment.
2. If any one of the above circumstances applies, then the Designer shall advertise a legal notice of the impending settlement, calling for the filing of claims, as follows.
  - a. Once, preferably on a Wednesday, within ten days of receipt of the application for final payment with required attachments.
  - b. In a newspaper published in the county where the work is located, or if no such newspaper is published, then in a newspaper in an adjoining county.
  - c. Following the model of F78 Advertisement of Final Payment.
3. Thirty days after the advertisement, report to the Owner whether any claims have been made and the apparent validity of any such claims. If there are no claims to address, the Owner will process the final pay request.

### 7.04 DESIGNER'S RECORD DRAWINGS, INFORMATION, AND INSTRUCTIONS

A. The Designer shall furnish the following record documents to the Owner:

1. These documents shall be updated drawings and corrected (marked-up) Project Manual on format as requested by the Owner. All documents shall reflect

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changes caused by addenda, modifications, and observed changes as recorded by the Contractor.

2. A complete and updated SBC-25 Project Information form as provided in Appendix 1.
  3. The completed High Performance Building Requirements (HPBr) if applicable.
  4. The completed SWPP requirements if applicable.
- B. Additional project record documents may be required by individual institutions. Production costs may be reimbursable but must be authorized by the Owner in advance.

### 7.05 ONE-YEAR CORRECTIVE INSPECTION

- A. When the Inspection is due, the Owner schedules the inspection. The Owner will have the parties schedule and carry out the inspection shortly before the end of one year from Substantial Completion.
- B. One-Year Corrective Inspection is required for General Work Section 01 77 70, but not explicitly described in the requirements for Non-Construction. The Designer has the lead in conducting the inspection and determining the corrective work, if any, that the Contractor must undertake pursuant to the Conditions. If the Contractor is unavailable, proceed with the inspection.
- C. Commissioned projects normally carry a requirement for a ten month inspection. When the first reminder notice is received, the Commissioning Agent should be enlisted to conduct and report its inspection as soon as possible, so that results can be considered in the one-year inspection.
- D. Discuss the following at the inspection.
  1. Discuss known non-conforming items with Owner.
  2. Inspect and determine a list of items requiring corrective work, and a timetable for corrective work.
- E. Prepare and send a written report of the results of the inspection to the Owner as soon as possible on F79 Report of On-Year Corrective Inspection provided in Appendix 1. The due date for corrections given in the report above is non-binding, and does not supersede contractual obligations, but provides the Owner a trigger date for follow-up to determine if corrections are being provided.

END OF CHAPTER