

---

**Construction Specification**

PART 1 - GENERAL

1.01 SUMMARY

- A. This Section covers Project Closeout procedures including, but not limited to:
  - 1. Maintenance / Warranty Manual
  - 2. As-Builts
  - 3. Testing
  - 4. Final Cleaning
  - 5. Punch Walks
  - 6. Turnover and Closeout Log
  - 7. Warranty and Warranty Walks
  - 8. Contractor's Certificate of Inspection Documents
- B. The types of operations and maintenance data requirements specified in this section include submittals, and equipment check out and demonstration, and related items. Individual requirements for specific equipment and systems are specified in the applicable sections for each unit of work. Refer to other Division 1 sections and other Contract Documents for requirements of administrative submittals.

1.02 DESCRIPTION

- A. Definitions:
  - 1. Closeout is hereby defined to include general requirements near end of Contract Time, in preparation for final acceptance, final payment, normal termination of contract, occupancy by owner and similar actions evidencing completion of the work. Specific requirements for individual units of work are specified in sections of Division 2 through 50.
  - 2. Time of closeout is directly related to "substantial completion".

1.03 CLOSEOUT DOCUMENTS

- A. Contractor, prior to Substantial Completion, shall provide the following close out documentation.
  - 1. Combination Maintenance / Warranty Manual: Contractor shall send one final copy of required maintenance manuals to owner and/or representative. with related warranties supplied by the manufacturer and required by the Construction Documents.
    - a. Contents shall be prepared by the manufacturer and show name, address and phone number of the nearest service facility authorized by the manufacturer and shall include illustrations, diagrams and instructions for installation, start-up operation, inspection, maintenance, parts lists and data sheets.
    - b. Complete electrical schematic and connection diagrams shall be provided for each equipment item.
    - c. Contents shall also include the name, address and phone number of the Contractor and/or Subcontractor who furnished and/or installed equipment and systems. Contents shall also include the name(s) and phone numbers of representatives of the Contractor to be contacted in the event of Emergency Situation, as defined in the General Conditions.
    - d. In each PDF document the correct model number and data for the model number shall be highlighted where the literature covers more than one model.
    - e. In those instances where the equipment or its mode of control, or both, is job assembled by a subcontractor for special functions, then that subcontractor shall prepare and provide written operating and maintenance instructions.
    - f. Contents of the Warranty portion shall contain the following information for each Warranty included:
      - i. CSI section reference from project specifications.
      - ii. Product name and specific model number.
      - iii. Manufacturer's name, address and phone number.
      - iv. Contractor's and/or subcontractor's name who furnished and/or installed equipment, address and phone number.
      - v. Emergency Contact: name and phone numbers of representatives of the in the event of Emergency Situations as defined in the General Conditions.
      - vi. Duration of each Warranty.
      - vii. Start of Warranty Period shall commence upon Owner's acceptance.
  - 2. As Builts: Contractor shall submit red mark to architect of record.

1.04 FINAL CLEANING

- A. General: General cleaning during progress work is specified in General Conditions. Provide final cleaning of the work, consisting of cleaning each surface or unit or work. Comply with manufacturer's instructions for cleaning operations. The following are examples, but by no way of limitation, of cleaning levels:
  - 1. Remove labels which are not permanent labels.
  - 2. Clean transparent materials, mirrors and window/door glass, to a polished condition, removing substances that are noticeable as vision obscuring materials. Replace broken glass.

**Construction Specification**

**PROJECT CLOSEOUT**

3. Clean exposed exterior and interior hard-surface finishes, including metals, masonry, stone, concrete, painted surfaces, plastics, tile wood and special coatings, to a dirt-free condition, free of rust, stains, films and substances. Except as otherwise indicated on the drawings, avoid disturbances of natural weathering of exterior surfaces. Restore reflective surfaces to original reflective condition.
4. Wipe surfaces of mechanical and electrical equipment clean and remove excess lubrication and substances.
5. Remove debris and surface dust from limited-access spaces including plenums, shafts, equipment vaults and manholes.
6. Clean concrete floors in non-occupied spaces broom clean.
7. Clean plumb fixtures to a sanitary condition, free of stains including those resulting from water exposure.
8. Clean light fixtures and lamps as to function with full efficiency.
9. Clean the concrete floors with a mechanical scrubber per the following:
  - a. Prior to sealing concrete floor
  - b. Prior to fixturing
  - c. Prior to Grand Opening

1.05 SUBSTANTIAL COMPLETION

- A. Preparation of punch list by owner's representative.
- B. The Owner's representative will schedule an initial punch walk at Turnover and will prepare a punch list of items to be completed or corrected.