

University of Houston Master Specification

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<Insert U of H Proj #>

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<Insert Issue Date>

SECTION 01 7700 - CLOSEOUT PROCEDURES

Maintain Section format, including the UH master spec designation and version date in bold in the center columns of the header and footer. Complete the header and footer with Project information.

Verify that Section titles referenced in this Section are correct for this Project's Specifications; Section titles may have changed.

Delete hidden text after this Section has been edited for the Project.

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.
- B. The Contractor's attention is specifically directed, but not limited, to the following documents for additional requirements:
 - 1. The current version of the *Uniform General Conditions for Construction Contracts*, State of Texas, available on the web site of the Texas Facilities Commission.
 - 2. The University of Houston's *Supplemental General Conditions and Special Conditions for Construction*.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Repair of the Work.

1.3 ACTION SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

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1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From University of Houston Fire Marshal Office and any other authorities having jurisdiction
- B. Contractor As-Built Drawings and Specifications
- C. Operation and Maintenance Manuals
- D. Warranties
- E. Maintenance Materials (Attic Stock)
- F. Test, Adjust, Balance Records
- G. Demonstration and Training Video Recordings
- H. Certificate of Insurance: For final, continuing insurance coverage.
- I. Pest Control Final Inspection Report

1.5 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following submittals a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release
 - a. Obtain and submit certificates from the University of Houston Fire Marshal Office and any other authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities.
 - b. Include occupancy permits, operating certificates and similar releases.
 - 2. Closeout Submittals specified in other Division 01 Sections, including:
 - a. Contractor As-built Drawings and Specifications
 - 1) Submit copies of as-built drawings and specifications to Architect/Engineer for preparation of final Record Documents
 - b. Operation and Maintenance Manuals
 - 1) Include a copy of each pertinent warranty in the manuals
 - c. Final completion construction photographic documentation
 - d. Damage or settlement surveys
 - e. Property surveys

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- f. And similar final record information as required.
 3. Closeout Submittals specified in individual Sections, including:
 - a. Specific Warranties
 - 1) Refer to "Submittal of Project Warranties" below.
 - b. Workmanship Bonds
 - c. Maintenance Service Agreements
 - d. Final Certifications
 - e. And similar documents as required.
 4. Maintenance Materials (Attic Stock)
 - a. Submit materials specified in individual Sections, including tools, spare parts, extra materials and similar items.
 - b. Prepare and submit Schedule of Attic Stock Items:
 - 1) Contact UH Project Manager for current maintenance material submittal spreadsheet.
 - 2) Include number and name of related specification Section and name and quantity of each item.
 - 3) Include part/product number, manufacturer, contact info and current cost.
 - c. Label each item with manufacturer's name and model number where applicable.
 - d. Deliver materials to location designated by Owner and Architect.
 - e. Obtain Architect's signature for receipt of Attic Stock Schedule and materials.
 5. Test/Adjust/Balance Records.
 6. Changeover information related to Owner's occupancy, use, operation and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following procedures a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment and maintenance of products, equipment, and systems.
 - a. Submit demonstration and training video recordings specified in Section 01 7900 "Demonstration and Training."
 6. Advise Owner of changeover in heating, cooling and other utilities.
 7. Participate with Owner in conducting inspection and walk-through with University Fire Marshal.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools and similar elements.
 9. Complete final cleaning requirements, including touchup painting.

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10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests.

1. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements.
2. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect and Owner, that must be completed or corrected before certificate will be issued.

E. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1. Results of completed inspection will form the basis of requirements for Final Completion.

1.6 FINAL COMPLETION PROCEDURES

A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:

1. Final Application for Payment: Submit the application according to Section 01 2900 "Payment Procedures."
2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion Inspection List of items to be completed or corrected (punch list), endorsed and dated by Architect.
 - a. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Pest-control Inspection: Submit a final report.

B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests.

1. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements.
2. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of items that must be completed or corrected before certificate will be issued.

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- C. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.7 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
 - 1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
 - 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 - 3. Include the following information at the top of each page:
 - a. Project name
 - b. Date
 - c. Name of Architect
 - d. Name of Contractor
 - e. Page number
 - 4. Submit list of incomplete items in the following format:
 - a. MS Excel electronic file. Architect will return annotated file.

1.8 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents in the Project Manual.
 - 1. Submit an electronic copy of each warranty as an individual PDF file.
 - 2. Assemble the individual PDF files in Section number order into a larger zip file for the Project.
 - 3. Identify each warranty in a Warranty File Transmittal Log using the active Excel spreadsheet format provided by the Owner. Include the following columns in the spreadsheet:
 - a. FCM Project Name
 - b. FCM Project Number
 - c. Building Number
 - d. Building Name

<Insert A/E Name>
AE Project #: <Insert Project Number>

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- e. Warranty PDF File Name
 - f. Division Number—e.g., Division 26 (Asset Group)
 - g. Division Name—e.g., Electrical (Asset Group)
 - h. Specification Number—e.g., 26 3213 (Asset Type)
 - i. Specification Name--e.g., Engine Generator (Asset Type)
 - j. Manufacturer
 - k. Model
 - l. Serial Number
 - m. Date of Warranty
 - n. Warranty Term
4. See the sample required Transmittal Log at the end of this Section.

- D. Include printed copies of each warranty in pertinent sections of the Operation and Maintenance Manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
- 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.
 - 2. Comply with Owner's green cleaning policies.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
- 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:

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- a. Clean Project site, yard and grounds, in areas disturbed by construction activities, including landscape areas, of all rubbish, waste material, litter and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery and surplus material from Project site.
 - e. Clean exposed exterior and interior hard-surfaced finishes, including building-mounted and exterior wayfinding signs, to a dirt-free condition, free of stains, films and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - f. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics and similar spaces.
 - g. Sweep concrete floors broom clean in unoccupied spaces.
 - h. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - i. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - j. Remove labels that are not permanent.
 - k. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - l. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - m. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers and grills.
 - n. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
 - 1) Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report on completion of cleaning.
 - o. Clean light fixtures, lamps, globes and reflectors to function with full efficiency.
 - p. Leave Project clean and ready for occupancy.
- C. Pest Control: Comply with Owner's integrated pest management standards and pest control requirements in Section 01 5000 "Temporary Facilities and Controls." Submit written field report.
- D. Construction Waste Disposal: Comply with waste disposal requirements in Section 01 7419 "Construction Waste Management and Disposal."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
 - 1. Remove and replace chipped, scratched and broken glass, reflective surfaces and other damaged transparent materials.
 - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.
 - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates.
 - b. Remove paint applied to required labels and identification.
 - 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
 - 4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy elements to comply with requirements for new fixtures.

END OF SECTION 01 7700