SECTION  – closeout requirements

1. General
   1. GENERAL INSTRUCTIONS
      1. The procedures for completing Contract and acceptance by the Owner shall be in accordance with the methods prescribed by Owner.
      2. Stages will be reviewed at the Contract start-up meeting to ensure that parties understand their responsibilities. Refer to Section 01 31 19 – Project Meetings for procedures and requirements for Contract start-up meeting.
      3. Within four (4) weeks of commencement of the Work, submit to the Consultant a list of closeout submittals required by the Contract Documents.
      4. Note that entities other than the Owner may be involved in the closeout procedures described herein, including attendance at any operation and/or maintenance training sessions required. The Owner will coordinate such attendance as required.
      5. Comply with recommended takeover procedures contained in OAA/OGCA Document No. 100, except as modified by Contract Documents.
   2. FINAL CLEANING
      1. Co-ordinate final clean-up with the Owner's representatives and opening requirements.
      2. In addition to requirements for cleaning-up specified in the General Conditions of the Contract, and in Section 01 11 00 – Summary of Work, include in work final cleaning by skilled cleaning specialists on completion of construction.
      3. Remove temporary protections and make good defects before commencement of final cleaning.
      4. Replace glass and mirrors that have been broken, damaged and/or etched during construction, or which are otherwise defective.
      5. Remove dust, stains, paint spots, soil, grease, fingerprints, and accumulations of construction materials, interior and exterior to the building. Perform cleaning in accordance with installer's instructions for each material. Final cleaning shall include:
         1. Washing of interior concrete floors.
         2. Cleaning and polishing of:
            1. Glass.
            2. Mirrors.
            3. Porcelain, enamel, and finish metals.
         3. Vacuum cleaning of ceilings, walls, and floors.
         4. Cleaning of glazed wall surfaces.
         5. Cleaning of hardware, mechanical fixtures, lighting fixtures, cover plates, and equipment, including polishing of their finish metal, porcelain, vitreous, and glass components.
         6. Removing of visible labels left on materials, components, and equipment.
         7. Maintain cleaning until Owner has taken possession of building or portions thereof.
   3. CLOSE-OUT SUBMITTALS
      1. Collect reviewed submittals, and assemble required closeout submittals executed by Subcontractors, Suppliers, and manufacturers. Prior to submitting closeout submittals to the Consultant, undertake the following:
         1. Review maintenance manual contents (operating, maintenance instructions, as built drawings, materials) for completeness.
         2. Review in relation to Contract Price, Change Orders, Change Directives, holdbacks, and other adjustments to the Contract Price.
         3. Review inspection and testing reports to verify conformance to intent of Contract Documents and that changes, repairs or replacements have been completed.
         4. Execute transition of performance bond and labour and materials payment bond to warranty period requirements.
         5. Submit a final statement of accounting giving total adjusted Contract Price, previous payments, and monies remaining at time of application for completion of the Contract. Consultant will issue a final change order reflecting approved adjustments to Contract Price not previously made, if any.
      2. No later than then (10) working days prior to submitting request for Consultant’s review to determine if Substantial Performance of the Work has been achieved, submit to the Consultant the closeout submittals specified in this section, including, but not limited to, reviewed shop drawings, Product data sheets, samples, operating instructions, as-built records, and fully executed warranties and guarantees.
      3. For items of the Work delayed materially beyond date of Substantial Performance of the Work, provide updated closeout submittals within ten (10) working days after acceptance, listing date of acceptance as start of warranty period.
      4. Neither the Consultant’s review to determine if Substantial Performance of the Work has been achieved, nor acceptance of the Work, will take place until receipt, by the Consultant, of acceptable copies of the closeout submittals required herein and by the Contract Documents.
      5. Maintenance materials:
         1. Deliver to a location and at a time specified by the Owner, organize items in Owner’s storage area as directed by the Owner, and as follows:
            1. Use unbroken cartons, or if not supplied in cartons, material shall be strongly packaged.
            2. Clearly mark cartons or packaging as to contents, project name, and Supplier.
            3. If applicable give colour and finish, room number or area where material is used.
         2. Replace incorrect or damaged maintenance materials delivered to Owner, including damage through shipment.
         3. Provide a typed inventory list of maintenance materials prior to Substantial Performance of the Work application. List all items, complete with quantities, and storage locations.
         4. Establish a master list identifying maintenance materials and maintain a log of when materials are turned over to Owner and signing authority for acceptance of materials on behalf of Owner. Master list and log shall be in a format acceptable to the Owner.
      6. As-built records and operation and maintenance manuals, as indicated in Section 01 33 00 – Submittal Procedures.
      7. Owner communication material:
         1. Deliver Owner communication material that was applied to hoarding and/or temporary barriers and enclosures during the Work. Salvage such material in accordance with Section 01 11 00 – Summary of Work.
   4. SUBSTANTIAL PERFORMANCE OF THE WORK
      1. Deficiency review:
         1. Neither Owner nor Consultant will be responsible for preparation or issuance of extensive lists of deficiencies. Contractor assumes prime responsibility for ensuring that items shown and described in the Contract Documents are complete. Any reviews to approve the certificate of Substantial Performance of the Work will be immediately cancelled if it becomes obvious to the Consultant that extensive deficiencies are outstanding.
         2. The Contractor shall conduct an inspection of the Work to identify deficiencies and defects, which shall be repaired. When the Contractor considers that the Work is substantially performed, the Contractor shall prepare and submit to the Consultant a comprehensive list of items to be completed or corrected and apply for a review of the Work by the Consultant to determine if Substantial Performance of the Work has been achieved.
         3. The Contractor’s request described above shall include a statement by Contractor that the Work to be reviewed by Consultant for deficiencies is, to the best of the Contractor’s knowledge, in compliance with Contract Documents, reviewed shop drawings, and samples, and that deficiencies and defects previously noted by Consultant have been repaired.
         4. No later than fifteen (15) working days after the receipt of the Contractor’s request described above, but contingent upon the prior receipt, by the Consultant, of the closeout submittals in the manner and form specified in this section, the Consultant and the Contractor will review the Work to identify any defects or deficiencies. If necessary, the Contractor shall tabulate a list of deficiencies to be corrected prior to Substantial Performance of the Work being certified by the Consultant.
         5. During review, the Consultant and the Contractor will decide which deficiencies or defects must be rectified before Substantial Performance of the Work can be certified, and which defects are to be treated as warranty items.
         6. Provide a schedule of planned deficiency review having regard to the foregoing.
      2. Certification of Substantial Performance of the Work:
         1. When the Consultant considers that the deficiencies and defects have been completed and that it appears that the requirements of the Contract Documents have been substantially performed, the Consultant shall issue a certificate of Substantial Performance of the Work to the Contractor, stating the date of Substantial Performance of the Work.
         2. The certificate of Substantial Performance of the Work shall be prepared in form required by Construction Lien Act.
      3. Final Inspection for completion of the Contract:
         1. Deficiencies and defects shall be made good before the Contractor submits a written request for final review of the Work and before the Contract is considered complete.
         2. When Contractor is satisfied that the Work is complete, and after the Contractor has reviewed the Work to verify its completion in accordance with the requirements of the Contract Documents, the Contractor shall submit a written request for a final review by the Consultant, who in turn will notify the Owner.
         3. If there are any deficiencies identified as a result of this review, they shall be listed by the Consultant and submitted to the Contractor. This list shall be recognized as the final deficiency list for purposes of acceptance of the Work under the Contract.
         4. Such deficiencies shall be corrected by a date mutually agreed upon between Consultant and the Contractor, unless a specific date is required by Contract, and a further review by the Consultant shall be called for by the Contractor following his own review to take place within seven (7) days from date of request.
         5. Contractor shall thereafter submit invoice for final payment.
         6. Money shall be withheld for deficiency work and will be released only when all deficiencies have been completed. No partial payment to be recognized until all work is completed.
      4. If the Contractor needs to return to the Place of the Work to complete deficiencies after the Owner has taken possession, the Contractor shall provide the Owner with a minimum of one (1) week’s prior notice of such requirement.
   5. WARRANTY PERIOD
      1. Provide on-going review and attendance to call-back, maintenance, and repair problems during the warranty periods.
      2. At the beginning of the 12th month after Substantial Performance of the Work, the Owner, Contractor, and Consultant, along with key Subcontractors as designated, shall carry out a complete review of the built project to determine which deficiencies are to be rectified under the warranty.
      3. Contractor shall be responsible for timely written notification of Owner, and Consultant a minimum of three (3) months prior to such end of warranty period inspection and any delay in such notification shall extend such warranty period until proper notification is received by Owner, and Consultant.
2. Products

Not Used

1. Execution

Not Used

END OF SECTION