

The School District of Palm Beach County

Project Name:

SDPBC Project No.:

**SECTION 01 77 00  
CONTRACT CLOSEOUT**

**PART 1 GENERAL**

**1.1 SECTION INCLUDES**

- A. Closeout procedures
- B. Final cleaning
- C. Adjusting
- D. Project record documents
- E. As-built survey
- F. Operation and maintenance data
- G. Spare parts and maintenance Products
- H. Warranties and bonds
- I. Maintenance service

**1.2 CLOSEOUT PROCEDURES**

- A. Submit written certification that contract documents were reviewed, work inspected, and that work is complete in accordance with contract documents and ready for Owner and Architect review.
  - 1. The written certification shall include documentation verifying all required Commissioning Functional Performance Test Procedures were successfully completed and that all commissioning issues are resolved.
  - 2. Electronically provide the following documents to the Director of Maintenance and Plant Operations, as applicable:
    - a. Copy of release from the Palm Beach County Health Department for the potable water system.
    - b. Copy of the State Elevator Inspection Certificate.
    - c. Copy of the Temporary Certificate of Occupancy and/or Certificate of Occupancy issued by the Building Code Services Department.
    - d. Copies of all product submittals as outlined in Section 01 33 00, paragraph 1.5.C.
- B. Provide submittals to Architect and Owner that are required by governing or other authorities.
- C. Owner will have the option to occupy all or portions of the facility.

**1.3 FINAL CLEANING**

- A. Execute final cleaning concurrent with final project assessment.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate for the surface and material.
- D. Replace filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from the site.
- H. Clean and sanitize water fountains (coolers).
- I. Clean all ledges countertops and shelves with all-purpose non-abrasive cleaner leaving no residue.

**1.4 ADJUSTING**

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

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1.5 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the work:
  - 1. Drawings/specifications, RFIs and addenda
  - 2. Change orders and other modifications to the contract
  - 3. Reviewed, approved and accepted shop drawings, product data, and samples
  - 4. Manufacturer's instruction for assembly, installation, and adjusting
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information related to changes of approved construction documents concurrent with construction progress.
- E. Specifications - legibly mark and record at each product section a description of the products installed.
  - 1. Manufacturer's name, product name and model number
  - 2. Product substitutions or alternates utilized
  - 3. Changes made by addenda and modifications
- F. As-Built Drawings and shop drawings - legibly mark each item to record actual construction.
  - 1. Measured depths of foundations in relation to finish first floor datum
  - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the work.
  - 4. Field changes of dimension and detail.
  - 5. Provide any additional details not on original contract drawings.
- G. As-built survey/Flood Certification Form:
  - 1. Upon completion of site construction improvements, provide Architect and Owner with a complete and accurate field survey prepared, signed and sealed by a Florida registered surveyor.
    - a. Exact horizontal and vertical location relative to property lines and NGVD of buildings, concrete and asphalt surfaces and all drainage features including lakes, detention areas, berms, embankments and swales.
    - b. Show the actual grades of the spot elevations shown on the paving and drainage plans.
    - c. Provide sufficient information indicating a true representation of constructed grade conditions for areas where grading between two elevation points is not constructed at a uniform slope.
    - d. Survey shall include cross sections elevations at 50' stations of swales, lakes, and drainage retention areas including banks, berms, bottoms, and transitions constructed or improved.
    - e. Elevations shown shall be accurate to the nearest tenth of a foot.
  - 2. Upon completion of site construction improvements, provide Architect, District Building Department, and Owner with a complete and accurate FEMA Flood Certification form (FEMA 81-31) prepared, signed and sealed by a Florida registered surveyor.
- H. Submit documents, AutoCAD (12, 13, 14, or 2000) files, and PDF files on a CD to Architect and Owner, prior to claim for final Application for Payment.
- I. Final Commissioning Report: The Commissioning Authority will prepare a Final Commissioning Report as described in Section 01 91 00 – Commissioning.

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1.6 OPERATION AND MAINTENANCE DATA

- A. See section 01 78 23 for requirements.

1.7 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Provide spare parts, maintenance, and extra products in quantities specified in specification.
- B. Provide copies of all itemized receipts/transmittals listing the extra materials or parts with their physical location indicated prior to final payment.

1.8 WARRANTIES AND BONDS

- A. Contractor shall fill out all warranty cards, certificates, and letters to manufacturers in the name of the Palm Beach County School District. All products shall be registered with the Contractor carrying the product warranty for the time period that the District is entitled to.
- B. Execute and assemble transferable warranty documents from subcontractors, suppliers, and manufacturers.
- C. Provide Table of Contents and assemble in D-side 3-ring binder with durable plastic cover.
- D. Provide one paper copy and two CD's or DVD copies.
- E. Submit prior to final application for payment.
- F. For items of work delayed beyond date of substantial completion, provide updated submittal within ten days after acceptance, listing date of acceptance as start of warranty period.

1.9 MAINTENANCE SERVICE

- A. Furnish service and maintenance of components indicated in specification sections for one-year from date of substantial completion.
- B. Examine, clean, adjust, and lubricate system components as required for reliable operation.
- C. Include systematic examination, adjustment, and lubrication of components repairing or replacing parts as required with parts produced by the manufacturer of the original component.
- D. Owner shall approve in writing of any transfers or reassignments of maintenance service tasks prior to one year from the date of substantial completion with exception to items referred to in Section 1.8.F, above.

**PART 2 PRODUCTS**

2.1 APPROVED PRODUCTS

- A. Use only cleaning and maintenance products approved for use in Florida Educational Facilities.

**PART 3 EXECUTION**

3.1 Documentation

- A. Provide copies of all letters of maintenance transfers in the project warranty manual.

END OF SECTION