

## PROJECT CLOSE OUT, EXTRA STOCK, and RECORD DOCUMENT REQUIREMENTS

**DOCUMENT NUMBER: 00220**

**APPLICATION: ELEMENTARY, MIDDLE AND HIGH SCHOOL**

### **DATE OF ISSUE:**

- 05-29-15** - Revised checklist, key quantities and notes below; added Record Doc req'mts
- 04-11-12** - Revised Notes below and Close Out Document checklist
- 05-13-11 - Revised distribution notes and Accounting Package contents
- 05-05-11 - Revised notes to clarify final distribution of closeout document packages
- 05-13-09 - Added Termite Treatment Warranty to Sites & Utilities Package
- 09-18-08 - Added roof items to Gen'l. Maint. Pkg. and Door Key Transmittal Form
- 06-14-06 - Revised Accounting Package document requirements
- 01-25-06 - Revised electronic as-built document requirements

### **NOTES:**

Design Professional is required to **edit** the Contractor's Close-Out Document Checklist, Owner Training Log, and Door Key Receipt as needed for the specific project, and is required to include these in a Close-Out section of the Project Manual.

The Design Professional is required to include a statement in the Close-Out section of the Project Manual to specifically require the Contractor to submit the documents on the Close-Out Document checklist.

Please note that advance copies of some Close-Out Documents may be required to achieve substantial completion of the project, but these do not replace the copies required in the Close-Out packages.

Extra stock materials are to be turned over to the school site administrator prior to the end of the Punch List Period. Minimum quantities below are to be rounded up, so as to provide unopened, labeled containers. The Design Professional is required to specify the following minimum quantities:

- 2 gallons of each finish paint type and color
- 5 boxes of primary vinyl floor tile
- 5 boxes of ceiling tile
- 10 boxes of carpet tile in each color. No extra stock is required if roll goods are installed.

Upon receipt of Close-Out packages, the Design Professional will identify any deficiencies within 14 days, and will forward the packages and deficiency list to the Project Coordinator. The Project Coordinator will add comments, if any, and return the Close Out packages for correction.

When the packages are complete and accepted, Project Coordinator will file the *Planning & Construction Package* and route the *Accounting Package* to Facilities Accounting, and the remaining packages to Facilities Maintenance Support (FMS), along with 2 copies of a letter of transmittal containing provisions for signature, printed name and title of person accepting receipt.

### **ATTACHMENTS:**

- Owner Training Log, dated 10-08-04
- Contractor's Close-out Document Checklist, dated 05-29-15
- Door Key Receipt, dated 05-29-15
- Design Professional's Close-Out Document Checklist, dated 05-29-15
- Design Professional's Close-Out Document requirements, dated 05-29-15

**OWNER TRAINING LOG**  
10-08-04

School Name: \_\_\_\_\_

Construction Manager/General Contractor: \_\_\_\_\_

Signature of CM/GC Representative: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

	Given by:	Date(s):	Time: (Start/finish)	Trainees (each to initial):
<b>Irrigation System</b>	_____	_____	_____	_____
		_____	_____	_____
<b>Food Service Equip</b>	_____	_____	_____	_____
		_____	_____	_____
<b>HVAC Controls</b>	_____	_____	_____	_____
		_____	_____	_____
<b>HVAC System</b>	_____	_____	_____	_____
		_____	_____	_____
<b>Intercom System</b>	_____	_____	_____	_____
		_____	_____	_____
<b>Fire Alarm System</b>	_____	_____	_____	_____
		_____	_____	_____
<b>Security System</b>	_____	_____	_____	_____
		_____	_____	_____
<b>CCTV System</b>	_____	_____	_____	_____
		_____	_____	_____
<b>Telephone System</b>	_____	_____	_____	_____
		_____	_____	_____

**CONTRACTOR'S CLOSE-OUT DOCUMENT CHECKLIST**  
**05-29-15**

**CONTRACTOR'S CLOSE-OUT DOCUMENTS**

The Contractor is required to submit a single copy of the documents listed below to the Design Professional. Documents are to be submitted on paper, except where noted otherwise. Where electronic copies are required, submit the documents on CD and include the CD in the respective binder. Complete documents are required to achieve Final Completion status.

The Contractor will be required to retrieve or replace Accounting and any other Close-Out documents that are mis-routed to other departments. The Contractor is responsible for any time lost in retrieving or replacing misdirected documents.

Each package is to be bound into a 3-ring binder. Binders are to be labeled with the project name and description of contents on the binder edge and are to include a table of contents and index tabs.

Within 3 weeks after Substantial Completion, Contractor is to submit the following to the Design Professional:

- Red-marked field drawings for Design Professional's use in preparing Record Drawings
- Electronic and signed/sealed paper copy of as-built survey for Design Professional's submittal to permitting agencies
- Test and Balance Report, for Design Professional approval / transmittal to the Owner for review

Prior to the end of the Punch List Period, Contractor is to submit the following documents to the Design Professional:

School Site Package:

- List of interior and exterior finish colors, with manufacturer name, **local supplier**, and color reference number
- Operation and Maintenance Manuals for residential appliances, kiln, lab equipment, stage equipment, and other equipment

Planning and Construction Package

- Final Test and Balance Report incorporating any Owner Review comments, with engineer approval letter attached
- Receipt showing quantities of the specified extra stock materials, signed by recipient
- Owner Training Log
- Post Construction test results for existing low voltage system devices
- Electronic and signed/sealed paper copies of specific purpose survey for TECO easement
- Electronic version of as-built survey (as **AutoCAD<sup>®</sup> DWG and full-size PDF** files)

General Maintenance Package

- List of interior and exterior finish colors, etc. (duplicate copy from School Site Package)
- 16-division list of subcontractors including telephone numbers and contact names
- Roof Bond **with building number identified**, commencing on the date of Substantial Completion
- Roof Post-Installation Audit
- Copies of all specified extended warranties, incl roof installation, dated to commence at Substantial Completion
- Electrical systems Operation and Maintenance Manuals (not including low voltage)
- Light Fixture list, with description of each lamp and ballast type, model #, and **supplier name/telephone #**.
- Elevator Operation and Maintenance Manual
- 5-way cross-indexed Key Catalog as described in the Door Hardware specification
- Door Key Receipt, on District's form, signed by recipient.

Sites and Utilities Package

- Operation and Maintenance Manual(s) for irrigation systems, pumps, lift stations, etc.
- Water system certification and test results
- 5-year warranty for termite treatment
- As-built survey – signed and sealed

Communications and Electronics Package

- Operation and Maintenance Manual(s) for new telephone, fire alarm, security, intercom, and camera systems
- Fire Alarm Certification

Air Conditioning and Refrigeration and Energy Management Package

- Operation and Maintenance Manual(s) for all HVAC components
- Operation and Maintenance Manual(s) for control systems
- HVAC Control System as-built documents, as specified, in PDF format

CCTV/LAN Package

- Data network cabling test results, both copper and fiber, and wireless signal test results in PDF format on CD-ROM
- Receipt for patch cables listing specified quantities, colors and lengths, signed by recipient
- CCTV signal test results
- Operation and Maintenance Manuals for CCTV system components

Student Nutrition Services Package

- Operation and Maintenance Manuals for food service equipment items, to include supplier name

Accounting Package

- Explanation or evidence of resolution for all Notices of Non-Payment, if any
- For Bonded Projects: **Original** Consent of Surety to final payment
- Final Unconditional Waiver from every subcontractor in format available on HCPS Standards webpage
- Original** Release and Affidavit in format available on HCPS Standards webpage
- For CM Projects: **General Conditions Documentation of expenditures (checklist available from Project Coordinator)**
- Documentation of actual cost of all changes implemented on a not-to-exceed basis, if not previously submitted**

**DOOR KEY RECEIPT**  
**05-29-15**

**The Contractor is required to tag and install keys in the Key Cabinet before transmitting them to the Site Administrator via this form. See the Hardware Specification for additional information.**

**ELEMENTARY SCHOOLS**

15 copies	Grandmaster key	Rec'd by:	_____
15 copies each	Master keys		
5 copies per lock	Individual Door keys		

**MIDDLE SCHOOLS**

15 copies	Grandmaster key	Rec'd by:	_____
15 copies each	Master keys		
5 copies per lock	Individual Door keys		

**HIGH SCHOOLS**

20 copies	Grandmaster key	Rec'd by:	_____
20 copies each	Master keys		
5 copies per lock	Individual Door keys		

**DESIGN PROFESSIONAL'S CLOSE-OUT DOCUMENT CHECKLIST**  
**05-29-15**

Print and complete this checklist and include it with the submittal. The submittal is to meet the Document Requirements that follow this checklist.

- Two (2) printed copies of the Certificate of Final Inspection, signed/sealed

**CD-ROM 01:**

- Record Drawings and Specifications, in .pdf format  
 Approved Submittals  
 Facility Space Chart - Final  
 Recommendation for acceptance of the project  
 Certification of EHPA systems, signed/sealed  
 Scanned copies of Contractor Transmittal form(s) for Close-Out documents  
 SWFWMD letter approving transfer to operation, **with copy of approved drawings attached**

**CD-ROM 02:**

- Record Drawings, in .dwg format

**1) CERTIFICATE OF FINAL INSPECTION**

Refer to the Building Code Management Department web site for the form and instructions.

**2) RECORD DOCUMENTS**

A. Adhere to the requirements for final documents as set forth in the Design Document Submittal Requirements standard for format, organization and naming of documents.

B. Record documents are to incorporate contractor's field changes, Addenda, Change Orders, Change Directives, Owner Contingency Authorizations, as well as any clarifications made by supplemental instructions and in response to Contractor Requests for Information, and submittal review.

1. **ADOBE® PDF** documents:

Drawings are to be combined into a single, monochrome, multi-page, bookmarked PDF file.

Optionally, if specifically approved due to file size, multiple PDF files may be submitted with each disciplines drawings combined into a single multi-page bookmarked PDF file.

In **addition** to the above, provide a separate PDF file for each sheet.

Specifications are to be combined into a single, multi-page, bookmarked PDF file.

2. **AutoCAD® DWG** documents: Refer to the Design Document Submittal Requirements standard.

C. The cover page of the Drawings and Specifications and each drawing is to be labeled "Record Documents"

D. Each sheet is to be dated and stamped or annotated as "record documents".

**3) APPROVED SUBMITTALS**

A. Provide a copy of each construction submittal in .PDF format, meeting the following requirements:

1. Document names are to start with the specification section number, followed by the type of product
2. Documents exceeding 20 pages are to be bookmarked.
3. Each submittal is to be bound as a single .pdf, regardless of varying page sizes.
4. Supplemental submittals are to be bound together with the original submittal, clearly labeled and dated, and bookmarked.
5. Submittals are to include the Design Professional's stamp on the cover page

B. Submittals are to indicate, by red markings, all comments and selections made by the Design Professional.

**4) FACILITY SPACE CHART - FINAL**

A. Submit a scanned copy of the final Facility Space Chart, updated to reflect any changes made subsequent to the Construction Document Submittal. Changes are to be highlighted or clouded. Mark this item NA on the checklist if no changes were made.

B. Record any changes to room sizes, room numbers, floor finishes and any other data on the Facility Space Chart form, so that the District can update the State Inventory database.

**5) RECOMMENDATION FOR ACCEPTANCE OF PROJECT**

Provide a scanned copy on Letterhead confirming that **all contractual obligations** are satisfied, including:

- Items listed on the punch list
- Contractor Close-Out Documents
- Resolution of accounting issues
- Correction of defects reported subsequent to issuance of the punch list

**6) EHPA CERTIFICATION**

Provide a scanned copy of a signed/sealed statement confirming that EHPA systems were tested and found to be operational. Mark this item NA on the checklist if the project does not involve EHPA space.

7) **CONTRACTOR TRANSMITTAL FORM(S) FOR CLOSE-OUT DOCUMENT SUBMITTAL**

Submit scanned copies of Contractor Transmittal form(s), stamped to indicate the date of receipt by the Design Professional. If the Owner finds the Close-Out Documents acceptable, the date of receipt by the Design Professional will be used to establish the Final Completion date.

8) **SWFWMD APPROVAL LETTER WITH APPROVED DRAWINGS ATTACHED**

Submit a single bound .pdf document.