READ THIS FIRST

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [ ] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [ “ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be. Most paragraphs will use the style “Numbered Material” and can be promoted (Tab) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to ‘format paint’ to reapply format.

1. GENERAL
   1. DESCRIPTION
      1. Construction Project Closeout requires completing physical and administrative portions of the Work as identified in General Conditions.
      2. The Contractor shall ensure that all procedures and actions identified in this section and elsewhere in the Contract Documents necessary to fully complete the Work are accomplished in a timely and effective manner. Lack of compliance with the closeout requirements may result in Contract time delays. The Contractor is expected to take the lead role in assembly of documents, execution of the Work and coordinating the startup and closeout process.
      3. Refer to the attached closeout checklist, which identifies major closeout actions and milestones to be accomplished.
2. PRODUCTS - Not Used
3. EXECUTION - Not Used
4. MEASUREMENT AND PAYMENT
   1. GENERAL
      1. No separate measurement or payment will be made for the Work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price] bid for the Project].

End of Section

**APPENDIX A: CONSTRUCTION PROJECT CLOSEOUT CHECKLIST**

| **ITEM:** | **Specification Reference(s):**  (As Applicable) | **COMPLETION DATE:** |
| --- | --- | --- |
| Partial/Substantial Completion | | |
| 1. Punchlist Inspection requested by Contractor and Punchlist generated by the Port.  (Contractor provides Contractor’s Punchlist with request for punchlist inspection.) | General Conditions |  |
| 2. Accepted or Accepted as Noted draft O & M Documents, including accepted CMMS form | Section 01 78 23.13 – Operations and Maintenance Documentation |  |
| 3. Accepted or Accepted as Noted draft As-Built Redline Documents | Section 01 78 29 – As-Built Redline Documents |  |
| 4. Completed Training of Port personnel  (Item 2 required before training can be started) | Section 01 79 00 – Training and Technical Sections |  |
| 5. Certificate of Occupancy/Easement issued by permit agency (if required) | General Conditions |  |
| 6. Completed commissioning activities | Section 01 91 00 – Commissioning and Technical Sections |  |
| 7. Submitted draft warranties and special warranties and bonds (if required) | Section 01 78 36 – Warranties and Bonds |  |
| 8. Perform closeout cleaning of project site | Section 01 74 00 – Cleaning |  |
| **Certificate of Substantial Completion Issued** | |  |
| Physical Completion | | |
| 9. Punchlist Backcheck Accepted | General Conditions |  |
| 10. Perform final cleaning of project site (maintain closeout cleaning) | Section 01 74 00 – Cleaning |  |
| 11. Demobilization complete | General Conditions |  |
| 12. Final As-built Redline documents Accepted or Accepted as Noted | Section 01 78 29 – As-Built Redline Documents |  |
| 13. Maintenance Period has concluded | As applicable |  |
| 14. O&M Documentation Accepted or Accepted as Noted | Section 01 78 23.13 – Operations and Maintenance Data |  |
| 15. Accepted or Accepted as Noted Construction Waste Management Final Report | Section 01 74 19 – Construction Waste Management |  |
| 16. Accepted or Accepted as Noted final warranties and special warranties and bonds (if required) | Section 01 78 36 – Warranties and Bonds |  |
| 17. Obtained badge(s) for Warranty work (if required) | Section 1 78 36 – Warranties and Bonds |  |
| **Certificate of Physical Completion Issued** | |  |
| Closeout Administrative Requirements | | |
| 18. All Regulated Materials Project Record Documents Accepted or Accepted as Noted | As applicable |  |
| 19. All temporary locks, keys or other items loaned/signed out by the Contractor, subcontractors, suppliers and vendors have been returned (if applicable) | Section 01 14 13 – Airport ID Access Control; or  Section 01 14 14 – Seaport ID Access |  |
| 20. All I.D. badges issued for Contract work, including subcontractors, suppliers and vendors have been returned (if applicable) by Contractor to Access Control. | Section 01 14 13 – Airport ID Access Control; or  Section 01 14 14 – Seaport ID Access |  |
| 21. Reconciliation of any Allowances, or Not-to-Exceed Change Orders completed | General Conditions |  |
| 22. All open cost items resolved | General Conditions |  |
| 23. Final progress payment requested | Section 01 20 00 – Measurement and Payment Procedures |  |
| **Final Pay Estimate and Project Cost Closeout letter issued** | |  |
| Public Works Closeout Administrative Requirements | | |
| 24. Complete all items on the Contractor’s Public Works Closeout Checklist.  (Managed by Contract Administrator) | Section 01 77 20 – Public Works Project Closeout |  |