

SECTION 01700 - PROJECT CLOSEOUT

PART 1 - GENERAL PROVISIONS

1.01 GENERAL: The work covered by this specification consists of providing all administration, planning, labor, materials, equipment and supervision necessary to complete all operations required per specifications and drawings herein, but shall not be limited to the following:

1. Provide as-built drawings of building showing all utilities installed. Drawing shall be digital, autocad format of Rel.12, on 3-1/2" disk. Drawing shall consist of building plan (footprint) showing building features and utilities. Layers shall conform to AIA layering format. Building base information should be available from the Owner in a digital format. Site as-builts shall be done by a licensed land surveyor, and building as-builts shall be done by engineer or architect licensed in the State of New Hampshire.
2. Operation and Maintenance Manuals: Submittal by the Contractor of Operation and Maintenance Manuals as required under Division 15 and 16 specifications and acceptance thereof by the Owner shall be a prerequisite for final payment. O&M manuals shall consist of maintenance schedules, maintenance manuals, and all approved submittals presenting full details for the care and maintenance of all equipment furnished and installed under the Contract. O&M manuals shall be submitted for each Division 15 and 16 properly bound in a logical and well arranged order, with index, for Owner's use. Maintenance manuals shall consist of manufacturers' catalog cuts with descriptive information lubricating and maintenance instructions, parts lists, usage instructions, names, addresses and telephone numbers where replacement parts and service can be quickly obtained, and all other information required for the Owner to use, maintain, and service the items properly. Provide copies of O&M manuals.
3. Guarantees/Warranties and Bonds: Compile all applicable guarantees, warranties and bonds for all materials and equipment incorporated into the Work; include written warranties from Contractor and Subcontractors for the one-year specified general warranty period. Submit two copies.
4. Punchlist/Certificate of Substantial Completion: The Contractor shall notify the Owner when the Work or an agreed upon portion thereof is substantially completed by issuing a Certificate of Substantial Completion (AIA Document G704) which shall establish the Date of Substantial Completion which shall be mutually agreed between the Owner and the Contractor prior to the issuance of the Certificate; shall state the responsibility of each party for security, maintenance, heat, utilities, damage to the Work and insurance; shall include a list

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of items to be completed or corrected (i.e. punchlist) and shall fix the time within which the Contractor shall complete the items listed therein. The Contractor shall prepare the punchlist in cooperation with the Owner Representative on site. The punchlist shall not be construed as an all-inclusive list of work which the Contractor will be required to perform prior to final payment.

Certifications: Prior to final payment, the Contractor shall provide a Fire Alarm Testing Report and Certification issued by the system supplier and/or installer. Further, the Contractor shall coordinate with the Durham Fire Department relative to the issuance of a Certificate of Occupancy for the space and shall resolve all matters of concern to the Fire Department which lie within the scope of the Work. The Fire Department will issue the C.O. directly to the University.

6. Evidence of Payments and Release of Liens: Contractor shall submit to the University duly executed documents as follows: The General Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706); and The General Contractor's Affidavit of Release of Liens (AIA Document G706A) with Consent of Surety to Final Payment (AIA Document G707), General Contractor's release or waiver of liens, and separate releases or waivers of liens from Subcontractors, suppliers and others with lien rights against property of the Owner, together with a list of those parties.
7. Final Application and Certificate for Payment: Final payment constituting the entire unpaid balance due shall be paid by the Owner to the Contractor upon the Owner's receipt of the Contractor's final Application for Payment when the Work has been completed and the Contract fully performed except for those responsibilities of the Contractor which survive final payment.
8. As part of the project, the building or area renovated shall be turned over to the University completely cleaned by the Contractor and ready for occupancy. The Contractor shall provide their own equipment for clean-up and shall clean the buildings/space to meet the cleaning standards of UNH Housekeeping Services. The Contractor shall be charged for recleaning if the building/space has not been cleaned to the satisfaction of UNH Housekeeping Services.
9. Contractors will be required to recycle as many materials as possible in order to offset disposal costs on the related projects. This is especially true with cardboard. Contract monitors can call the Recycling Office at 862-3100 for assistance with requirement.

END OF SECTION