

SECTION 017700 - CLOSEOUT PROCEDURES

Latest Update: 08/06/2026

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Remove text underlines and highlights)

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final Completion procedures.
 - 3. Preparation, organization, and submission of Construction Punch List.
 - 4. Closeout submittals
 - 5. Final inspections and certifications.
 - 6. Final cleaning
 - 7. Preparation for occupancy.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Schedule of Maintenance Material Items:
 - 1. Submit complete list of all maintenance material items required by other Sections.
 - a. Specific Maintenance Material Submittals will be submitted as required by each relevant specification section.
 - 2. University review will constitute confirmation of receipt of all maintenance material items.

1.3 INFORMATIONAL SUBMITTALS

- A. Initial Construction Punch List:
 - 1. Submitted prior to Substantial Completion.
- B. Completed Substantial Completion Outstanding Work List

1. Submitted at Final Completion

1.4 CLOSEOUT SUBMITTALS

- A. Include Closeout Submittals referenced in the following specification sections:
 1. SECTION 017823 - OPERATION AND MAINTENANCE DATA
 2. SECTION 017839 - PROJECT RECORD DOCUMENTS
- B. The University reserves the right to withhold acceptance of the Work and final certification until all required closeout submittals have been submitted, reviewed, and accepted.

1.5 SUBSTANTIAL COMPLETION PROCEDURES

- A. Initial Construction Punch List: Prepare and submit a comprehensive list of items to be completed and corrected. Indicate the value of each item on the list.
- B. Prior to Substantial Completion:
 1. Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - a. Obtain and submit releases from authorities having jurisdiction, permitting University unrestricted use of the Work and access to services and utilities. Including:
 - 1) occupancy permits,
 - 2) operating certificates,
 - <Edit to add any known special permits or releases for the project>
 - 3) similar releases.
 - b. Closeout submittals specified elsewhere in the Project Specifications and General Contract Conditions
 - c. Initial Testing, Adjusting, and Balancing Reports.
 - d. Turnover of maintenance agreements or service contracts.
 - e. Turnover information related to University's occupancy, use, operation and maintenance, asset information, and security.
 2. Procedures: Complete the following a minimum of 10 days prior to requested inspection date for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - a. Advise University of pending insurance coverage changes.
 - b. Make final changeover of permanent locks and deliver keys to University.
 - c. Advise University's personnel of changeover in security provisions.

- d. Complete startup and testing of systems and equipment.
- e. Perform preventive maintenance on equipment used prior to Substantial Completion.
- f. Complete required demonstration and training.
- g. Advise University of changeover in utility services.
- h. Participate with University in conducting inspection and walkthrough with local emergency responders.
- i. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
- j. Complete final cleaning.
- k. Touch up paint and repair and restoration of marred exposed finishes to eliminate visual defects.
- l. Coordinate with the University to conduct inspections and walkthroughs required for occupancy.

C. Inspection:

1. Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests.
2. On receipt of request, University, in coordination with the Architect, will either proceed with inspection or notify Contractor of unfulfilled requirements.
3. The University will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by the University or Architect, that must be completed or corrected before certificate will be issued.
4. The University's determination of Substantial Completion shall be final and may require approval by the following.
 - a. State Fire Marshal
 - b. Third Party Elevator Inspector
 - c. State Elevator Inspector
 - d. University Project Manager

D. Reinspection:

1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Substantial Completion Outstanding Work List
 - a. List generated from completed inspection will form the basis of requirements for Final Completion.

E. Final Cleaning

1. Complete final cleaning procedure prior to occupancy. Coordinate with University to schedule final cleaning.

1.6 FINAL COMPLETION PROCEDURES

A. Prior to Final Completion:

1. Before requesting final inspection for determining Final Completion, complete the following:
 - a. Contractor assertion that all items on Substantial Completion Outstanding Work List have been resolved.
 - b. Final Application for Payment, inclusive of all required documentation.
 - c. Consent of surety to final payment.
 - d. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 - e. Sustainability documentation.
 - f. Pest-control final inspection report.
 - g. Final Completion photo documentation.
 - h. Properly executed warranties
 - i. Approved O&M Manuals
 - j. Final Testing, Adjusting, and Balancing Reports.
 - k. Full Commissioning Report with completed functional tests
2. Final Inspection:
 - a. Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests.
 - b. On receipt of request, University and Architect will either proceed with inspection or notify Contractor of unfulfilled requirements.
 - c. After inspection, University and Architect will notify Contractor of unfulfilled requirements that must be completed or corrected before certificate will be issued.
3. Reinspection:
 - a. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
Reinspections required due to incomplete or deficient Work may be subject to reimbursement of additional costs incurred by the University.
4. Substantial Completion Outstanding Work List
 - a. Certified copy of Substantial Completion outstanding work list stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by Architect and University.

B. Final Completion Certification

1. Project will not be certified until all closeout submittals, inspections, and corrective work have been completed to the satisfaction of the University.
2. University will issue Certificate of Final Completion.
3. Final payment authorization is contingent upon Final completion certification by the University.

1.7 CONSTRUCTION PUNCH LIST

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
 - 1. Organize list of spaces in sequential order, by room or space number.
 - 2. Organize items applying to each space by major element, including categories for ceilings, individual walls, floors, equipment, and building systems.

1.8 PROJECT WARRANTIES

- A. Submit properly executed warranties within 15 days of substantial completion.
- B. Submit written warranties for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit University's rights under warranty.
- C. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by University during construction period by separate agreement with Contractor.
- D. Organize warranty documents into an orderly sequence based on the Project Manual table of contents.
- E. Provide warranties and bonds in PDF format. Assemble complete warranty and bond information as part of the Operations and Maintenance Manual submittal.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
 - 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. Final cleaning is a prerequisite to inspections for Substantial Completion and Final Completion.
- B. General: Perform final cleaning. Conduct cleaning and waste-removal to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- C. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:

Subparagraphs below are a sample list of final cleaning requirements. Revise to suit Project.

- a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
- b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
- c. Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.
- d. Remove tools, construction equipment, machinery, and surplus material from Project site.
- e. Remove snow and ice to provide safe access to building.
- f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
- g. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- h. Clean flooring, removing debris, dirt, and staining; clean in accordance with manufacturer's instructions.
- i. Vacuum and mop concrete.
- j. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean in accordance with manufacturer's instructions if visible soil or stains remain.

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- k. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - l. Remove labels that are not permanent.
 - m. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 - n. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - q. Clean ducts, blowers, and coils if units were operated without filters during construction.
 - r. Clean food-service equipment to a sanitary condition, ready and acceptable for its intended use.
 - s. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
 - t. Leave the Project clean and ready for occupancy.
2. Verify cleaning procedures with University Environmental Services prior to work and comply with any requirements to avoid conflicts with University standard cleaning agents.
- D. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid the Project of rodents, insects, and other pests. **<DELETE IF NOT APPLICABLE TO PARTICULAR PROJECT>**
- E. Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction. **<DELETE IF NOT APPLICABLE TO PARTICULAR PROJECT>**
- F. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the University's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from the site and dispose of lawfully.

1. Where extra materials of value remain after completion of associated Work, they become the University's property. Dispose of these materials as directed by the University.

3.2 CORRECTION OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.

END OF SECTION