CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS AND PROVISIONS

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

A. General Conditions;
B. Special Conditions;
C. Temporary Facilities and Controls.

1.02 CLOSEOUT PROCEDURES

Contractor shall comply with all closeout provisions as indicated in the General Conditions.

1.03 FINAL CLEANING

A. Contractor shall execute final cleaning prior to final inspection.
B. Contractor shall clean interior and exterior glass and surfaces exposed to view; remove temporary labels, tape, stains, and foreign substances, polish transparent and glossy surfaces, wax and polish new vinyl floor surfaces, vacuum carpeted and soft surfaces.
C. Contractor shall clean equipment and fixtures to a sanitary condition.
D. Contractor shall replace filters of operating equipment.
E. Contractor shall clean debris from roofs, gutters, down spouts, and drainage systems.
F. Contractor shall clean Site, sweep paved areas, and rake clean landscaped surfaces.
G. Contractor shall remove waste and surplus materials, rubbish, and construction facilities from the Site.

1.04 ADJUSTING
A. Contractor shall adjust operating products and equipment to ensure smooth and unhindered operation.

B. Record Documents and Shop Drawings: Contractor shall legibly mark each item to record actual construction, including:

(1) Measured depths of foundations in relation to finish 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) Details not on original Contract Drawings.

(6) Changes made by modification(s).

(7) References to related Shop Drawings and modifications.

C. County will provide one set of reproducible drawings to Contractor.

D. Contractor shall submit all required documents to County and/or Architect prior to or with its final Application for Payment.

1.05 INSTRUCTION OF COUNTY PERSONNEL:

A. Before final inspection, at agreed upon times, Contractor shall instruct County's designated personnel in operation, adjustment, and maintenance of products, equipment, and systems.

B. For equipment requiring seasonal operation, Contractor shall perform instructions for other seasons within six months.

C. Contractor shall use operation and maintenance manuals as basis for instruction. Contractor shall review contents of manual with personnel in detail to explain all aspects of operation and maintenance.

D. Contractor shall prepare and insert additional data in Operation and Maintenance Manual when need for such data becomes apparent during instruction.
E. Contractor shall use operation and maintenance manuals as basis for instruction. Contractor shall review contents of manual with personnel in detail to explain all aspects of operation and maintenance.

1.06 SPARE PARTS AND MAINTENANCE MATERIALS:

A. Contractor shall provide products, spare parts, maintenance, and extra materials in quantities specified in the Specifications and in Manufacturer's recommendations.

B. Contractor shall provide County all required Operation and Maintenance Data.

END OF DOCUMENT