

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 fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). 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 reapply the “Numbered Material” format.

PART 1 GENERAL

1.01 DESCRIPTION

- A. Construction Project Closeout requires completing physical and administrative portions of the Work as identified in General Conditions.
- B. 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.
- C. Refer to the attached closeout checklist, which identifies major closeout actions and milestones to be accomplished.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

- A. 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. Request Punchlist Inspection (provide Contractor’s Punchlist)	General Conditions	
2. Submitted draft O & M Documents (Accepted or Accepted as Noted)	Section 01 78 23.13 – Operations and Maintenance Documents	
3. Completed Punchlist Inspection	General Conditions	
4. Completed Training of Port personnel	Section 01 79 00 – Training, Technical Sections	
5. Certificate of Occupancy issued by permit agency	General Conditions	
6. Completed commissioning activities	Section 01 91 00 – Commissioning, Technical Sections	
7. Submitted draft warranties and special warranties and bonds (if required)	Section 01 78 36 – Warranties and Bonds	
8. Perform final 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	Section 01 74 00 – Cleaning	
11. Demobilization complete	General Conditions	
12. Project As-built (redlines) documents Accepted	Section 01 78 29 – As-Built Redline Documents	
13. O&M Documentation Accepted	Section 01 78 23.13 – Operations	

DIVISION 1 - GENERAL REQUIREMENTS
Section 01 77 00 - Construction Project Closeout

ITEM:	Specification Reference(s): (As Applicable)	COMPLETION DATE:
	and Maintenance Data	
14. Submitted Construction Waste Management Final Report	Section 01 74 19 – Construction Waste Management	
15. Submitted final warranties and special warranties and bonds (if required)	Section 01 78 36 – Warranties and Bonds	
Certificate of Physical Completion Issued		
Closeout Administrative Requirements		
16. All Regulated Materials Project Record Documents Accepted		
17. 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	
18. All I.D. badges, including 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	
19. Notices of Substantial and Physical Completion issued	General Conditions	
20. Reconciliation of any Allowances, or Not-to-Exceed Change Orders completed	General Conditions	
21. All open cost items resolved	General Conditions	
22. Final progress payment requested 100%	Section 01 20 00 – Measurement and Payment Procedures	
23. Complete all items on the Contractor’s Public Works Closeout Checklist.	Section 01 77 20 – Public Works Project Closeout	