

## Chapter 7, Closeout and Record Documents

### 7.1 SERVICES

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- A. Final Payment to Contractor: Provide services to support the procedures for Final Payment described in Section 01 29 76 Payment Procedures and Section 01 77 70 Closeout Procedures including the Contractor's submission of Operations and Maintenance Binders, Construction Record Documents, and the original State Fire Marshal red stamped Job Site approved drawings.
- B. Designer's Record Documents: Provide the Designer's Record Documents required by the Agreement between Owner and Designer including submission of a completed SBC-25 Form with the Designer's final invoice. Provide to the Owner an electronic copy of the Record Documents in .pdf format. Obtain specific Owner approval for any exceptions to requirements. The SBC-25 Form is provided in Appendix 1 and available in an editable electronic format on the Designers' Manual Web site.
- C. One-Year Corrective Inspection:
  - 1. Provide services to support the procedures for the One-Year Corrective Inspection described in Section 01 77 70 Closeout Procedures.
  - 2. Support the Owner's leadership in scheduling the inspection.
  - 3. Take the lead in conducting the inspection.
  - 4. Modify and use the following suggested agenda for the inspection as appropriate.
    - a. Discussion of non-conforming items previously identified by the Owner and determination of the status of such items.
    - b. Inspection tour.
    - c. Review results of inspection.
    - d. Dates for correction of each item.
    - e. Dates for the Designer to make observations to monitor completion.
  - 5. Submit a written report of inspection results to the Owner within seven calendar days of the inspection.
  - 6. Submit a written status of the Contractor's progress within seven calendar days of each observation to monitor completion.
- D. Additional Services for Closeout of Fixtures, Furniture, and Equipment:
  - 1. Organize and submit warranty documentation to Owner.
  - 2. Provide Owner with installed finish samples, installed furniture cut sheets with fabric samples, and contact information for manufacturers.
  - 3. Support Owner's enforcement of warranties through processes similar to and coordinated with the Designer's services for the one year period after the date of Substantial Completion of the Work and the Designer's one year inspection of the project.

END OF CHAPTER