

1103 – Year-End Warranty Inspection

1103.1 Inspection Time Frame: Approximately thirty calendar days prior to the end of the twelve calendar month warranty period, a Year-End Warranty Inspection shall be held with the Contractor, major Subcontractors, Architect-Engineer and Architect-Engineer Consultants, Using Agency and Project Manager. When the Warranty Inspection is coming due, the Architect-Engineer will take the lead in scheduling the inspection and notifying all major parties of the place, date and time of the inspection.

The Year-End Warranty inspection is mandatory and should not be considered optional, even if the Using Agency reports that there are no defects or deficiencies requiring correction under the provisions of the general warranty of the Work.

1103.2 Prior to the Inspection: Prior to conducting the Warranty Inspection, the Architect-Engineer shall conduct a preliminary review. At a minimum, the Architect-Engineer shall:

- Review Record Documents.
- Review Substantial Completion “Punch List.”
- Review list of “warranty items” generated at final inspection.
- Discuss known problems with facility manager and staff.

1103.3 Warranty Inspection:

- Inspection tour of the Work.
- Review results of inspection:
- List of items requiring corrective work.
- Timetable for corrective work.

1103.4 Reporting: The Architect-Engineer shall submit a written report of the inspection to the Project Manager and the Contractor within seven (7) calendar days following the inspection.

1103.5 Corrections: The Contractor shall submit a written notice to the Architect-Engineer and the Project Manager that all items identified during the inspection have been corrected.

Should the Contractor be unable to correct all items identified during the inspection prior to the date of the year- end Warranty, the Contractor shall provide to the Architect-Engineer a written explanation of the delay and an anticipated time for completion of the correction work.

The Architect-Engineer shall verify the notice made by the Contractor pursuant to the general Warranty inspection of the Work. The Architect-Engineer will submit a written report to the Project Manager indicating that the Contractor has completed all Work related to the Project, including all Warranty period items.

The Project manager shall confirm this with the Using Agency and close the project.