

923 - Construction Closeout

923.1 Contractor Requirements: The Contractor is required to provide Project close-out documents in accordance with the Contract Documents. The Contractor shall collect the necessary documents from his various Subcontractors and shall verify the documents for accuracy and completeness prior to submitting them to the Architect-Engineer.

923.2 Close-out Documents: Although Close-out documents may vary due to specific Project circumstances, these generally include, but are not necessarily limited to the following:

- Record Drawings
- Shop Drawings
- Roof Warranty
- Warrantees
- Maintenance and Operation Manuals
- Special Inspection Reports
- Maintenance agreements
- Final certifications as required by code
- Damage and settlement surveys, if applicable
- Final Completion Property Survey, if applicable
- All documents required to obtain the specified LEED Certification (if the project is required to seek LEED Certification)

923.3 Architect-Engineer Responsibilities:

- Receive the close-out documents from the Contractor, review and verify the information provided by the Contractor then submit the Close-out Documents to the Using Agency.
- Submit the original Roof Warranty to the Project Manager of the Division of Engineering and Contract Administration.
- Submit the original Mylar Record Drawings to the Project Manager of the Division of Engineering and Contract Administration. The drawings shall be signed and sealed by the appropriate responsible design professional. **See Section 922 Record Drawings.**