

924 - Final Completion / Owner Acceptance

The Date for Final Completion is determined by the Contract Documents.

924.1 Contractors Responsibility: Prior to the Final Completion Inspection the Contractor shall provide written documentation that:

- Work is complete and in accordance with the Contract Documents is ready for final inspection.
- Operation and Maintenance manuals have been completed and approved by the Architect-Engineer and submitted to the Using Agency.
- Record Drawings reflecting “as-built” conditions are complete and acceptable to the Architect-Engineer.
- All required Project Close-out Documentation is complete.
- Full Occupancy Permit from the Department for Housing, Buildings and Construction has been obtained.
- All additional materials required by the specifications have been delivered to the Using Agency, i.e. Spare parts, ceiling tile, floor tile, etc.
- All Using Agency training has been completed.
- All LEED certification documents required of the contractor have been submitted to the Architect-Engineer for inclusion in the LEED submittals.

924.2 Final Completion Inspection: The Architect-Engineer shall schedule an inspection with the Contractor, major Subcontractors, Sub-consultants, Construction Specialist, Using Agency Representative and Project Manager. The inspection shall:

- Verify that all items listed in the substantial completion Punch List have been completed.
- Review results of inspection and schedule re-inspection if work is considered incomplete.
- Review the status of Contract Time
- Verify operation of equipment and systems.
- Verify completeness of O& M Manuals.
- Verify and document delivery of surplus stock to Owner.
- Verify completeness of Close-out and Record Documents.
- Set tentative date for Year-warranty review.
- Review status of Liquidated damages if applicable.