

Work Specified Herein

All requirements and procedures for submittal of pertinent data relating to closing out the Project upon completion of the project work are as follows. This Section is complementary to the General Conditions and Supplementary General Conditions and nothing herein shall be considered to waive any requirements.

FINAL PAYMENT

Receipt/review and acceptance of all items specified in this Section is a prerequisite for final payment.

RECORD DRAWINGS

Professional of Record will have uploaded the Bid Set Construction Documents including specifications (a Microsoft Word binder document) and addenda, on the PETSMART web site.

General Contractor shall maintain a set of Record Drawings at the job site. These shall be kept legible and current and shall be available for inspection at all times by the Professional of Record. Show all changes in the Contract work, or work added, on these Record Drawings in a contrasting color, including work changed by Addendum or Bulletin. General Contractor to notify the Professional of Record, in a posting form of any changes in the Contract Work for work added. At time of Substantial Completion or final punch, whichever is earlier (Substantial Completion should occur at punch) the on-site redlines shall be placed in a storage tube and marked "AS BUILTS". Leave at a location near the electrical wall as noted on drawing A2.2.

CLOSEOUT MANUAL

At substantial completion or final punch of the project, the General Contractor shall upload the final close out scanned documents or files on the PETSMART On-line project management Web site in project under the Close Out tab on the top toolbar, Project Closeout From/View Log. As this is a condition of delivery, a scanned copy will be the only accepted means. If hard copies are sent they will be returned at Landlord/General Contractor's expense. The Closeout Package shall include all information in accordance with the following outline:

- **CERTIFICATE OF OCCUPANCY** - Document issued by local governmental authority certifying that the building complies with the provisions of applicable statutes and regulations, and permitting occupancy for the designated use.
- **CERTIFICATE OF SUBSTANTIAL COMPLETION** - issued by Professional of Record, signed by all parties.
- **GENERAL CONTRACTOR'S SUBCONTRACTORS LIST** with subcontractor name, contacts, telephone number and 24-hour employee contact telephone numbers.
- **SIGNED PUNCH LIST** - 100% Punch List showing items completed and signed by the Construction Manager and General Contractor. These items shall include Architectural, Mechanical, Electrical, Plumbing, Test and Balance company, Lennox, and Novar. 100%

punchlist shall also include the completed and signed "Confirmation Checklist". This checklist is located at end of section.

- **GENERAL CONTRACTOR'S WARRANTY** - The General Contractor shall warranty all work (including all subcontractor work) to the Owner and PETSMART for a period of one year from date of Certificate of Substantial Completion unless specified for a longer period. Any warranty repair work that proves to be defective in workmanship and/or materials shall be repaired/replaced without delay or expense whatsoever to PETSMART.
- **COMPILED SPECIFIC WARRANTIES/PLANS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

All subcontractors warranties;

Asphalt Paving	1 Year
Concrete	1 Year
Masonry	1 Year
Structural Metal	1 Year
Carpentry	1 Year
Steel Erector	1 Year
Building Insulation	1 Year
Roofing	<u>5 Years</u>
Caulking & Sealant	<u>5 Years</u>
Hollow Metal Doors & Frames	1 Year
Aluminum Doors & Frames	<u>2 Years</u>
Wood Doors	<u>Life of Install.</u>
Overhead Doors	1 Year
Finish Hardware	<u>2 Years</u>
Glass & Glazing	1 Year
Gypsum Wallboard/Framing,	1 Year
E.I.F.S.	<u>10 Years</u>
Acoustical Treatment	1 Year
Polished Concrete	3 Years
Painting	1 Year
Dock Facilities	1 Year
Mechanical/Sheet Metal	<u>2 Years</u>
	<u>5 Yrs Compressor</u>
	<u>10Yrs (Heat Exchanger)</u>
Plumbing	<u>2 Years</u>
Fire Sprinkler System	<u>2 Years</u>

Electrical

2 Years

Roofing – 5 years by manufacturer (15 year available if Landlord wants to purchase – not included in original pricing).

Each of the warranty sections shall contain the following information;

1. Product or Work Item
 2. Subcontractor or Vendor firm name and address, with name of responsible principal, and telephone number for that individual (including 24 hour emergency telephone numbers)
 3. Scope of the Warranty, Bond or Service Contract
 4. Date of the beginning of the Warranty, Bond or Service Contract
 5. Duration of the Warranty, Bond or Service Contract
 6. Proper procedures for tenant's personnel in case of failure.
- *FIRE SPRINKLER PLAN/INFORMATION* - Appropriate shop drawings and warranty
 - *SPARE PARTS AND MAINTENANCE MATERIALS CHECKLIST (INCLUDED IN THIS SECTION)*
 - *HEALTH DEPARTMENT APPROVAL* - where necessary
 - *FORMAL TEST & BALANCE REPORT* - completed by HVAC Subcontractor*.
 - *HVAC EOC LIST*

*It is the General Contractor's responsibility to ensure the HVAC Subcontractor has completed the two above requirements.

- *NEXREV Energy Management Commissioning Report.*

SEMI-FINAL AND FINAL INSPECTIONS

Closeout is hereby defined to include general requirements near end of contract time, in preparation for final acceptance, final payment, normal termination of contract, occupancy by PETSMART and similar actions evidencing completion of the work. Specific requirements for individual units of work are specific throughout this specification. Time of closeout is directly related to "Substantial Completion".

When General Contractor is of the opinion that the Project is Substantially Complete, (each and all departments are ready for their intended use) he shall request a final inspection by the Professional of Record/Project Manager to create a punch list. Such notice shall be given at least 20 days before the requested inspection date.

PREREQUISITES TO SUBSTANTIAL COMPLETION

General: This will happen after General Contractor and subcontractors have completed their punch list.

Prior to requesting Professional of Record's/Project Manager's inspection for Certification of Substantial Completion, complete the following:

- General Contractor is responsible to provide routo-router service for all plumbing lines after installation. A video camera scope is required; video is to be provided to the PETSMART construction manager at building turn over.
- A. Obtain and submit releases enabling Tenant's full and unrestricted use of the work and access to services and utilities, including (where required) occupancy permits, operating certificates, and similar releases.
 - B. Complete start-up testing of systems, and instructions of Tenant's operating/maintenance personnel. Discontinue (or changeover) and remove from project site temporary facilities and services, along with construction tools and facilities, mock-ups, and similar events.
 - C. "Prior to Substantial completion the General Contractor shall schedule and execute a phone conference with the PETSMART Construction Manager, Mechanical Contractor, Electrical Contractor, Fire Alarm vendor/contractor, LENNOX & NEXREV to discuss and resolve issues listed within the Testing and Balancing report, Energy Management Checklist, and the Equipment Operational Check Report (EOC). These discussions shall bring to resolution any problems indicated within the above referenced reports with action noted by the appropriate party(s) to the satisfaction of PETSMART"
 - D. Complete final cleaning up requirements, including touch-up painting of marred surfaces.

If the Construction Manager finds that the Project is substantially complete, he will instruct the Professional of Record to prepare a Certificate of Substantial Completion, and Letters of Conformance attaching thereto a list or "Punch List" of items to be completed or corrected.

ISSUANCE OF SUBSTANTIAL COMPLETION

After the Professional of Record's inspection and the issuance of Certification of Substantial Completion has been completed, the following items shall be completed:

- A. In progress payment request, coincident with or first following date claimed, show either 100% completion for portion of work claimed as "substantially complete", or list incomplete items, value of incompleteness, and reasons for being incomplete.
- B. Include supporting documentation for completion as indicated in these contract documents.

- C. Submit specific warranties, workmanship/maintenance agreements and final certifications for review of each required manual, and similar documents.
- D. Deliver tools, spare parts, extra stocks of materials, and similar physical items to Owner/PETSMART.
- E. Touch-up and otherwise repair and restore marred exposed finishes.
- F. Replace filters in the domestic water post filter system.

RE-INSPECTION PROCEDURE

Upon receipt of General Contractor's request for final inspection and that the work has been completed, including punch-list items resulting from earlier inspections, and excepting incomplete items delayed because of acceptable circumstances, (subject to Owner and PETSMART approval), PETSMART will re-inspect work once.

After completion of the procedures outlined above the General Contractor shall submit his final application for payment in accordance with the Agreement, the General Conditions and Supplementary General Conditions.

If, because of acts or omissions of the General Contractor, PETSMART is required to conduct more than one final inspection of the Project to review the "Punch List", he will charge the Contractor for the additional services required and such costs will be pre-paid to PETSMART by the General Contractor. The Contractor must complete the "Punch List" within 15 days from its assembly.

The HVAC contractor is responsible to change the filters and clean the smoke detectors during re-inspection. This responsibility must be followed by a confirmation in writing as part of the "Punch List."

Subcontractor is to label each unit with a 3" size reflective number for easy visibility from the side ladder, and should use this number in the "HVAC Equipment List" (see below).

STORE MANAGER WALK-THROUGH

PETSMART's Construction Manager will arrange for each installer of work requiring continuing maintenance or operation and General Contractor, to meet with PETSMART personnel, at the project site, to provide basic instructions by manufacturer's representatives where installers are not expert in the required procedures. Review maintenance manuals, record documentation, tools, spare parts, and materials, lubricants, fuels, identification system, control sequences, hazards, cleaning and similar procedures and facilities. For operational equipment, demonstrate start-up, shutdown, emergency operations, noise and vibration adjustments, safety, economy/efficiency adjustments, energy effectiveness, and similar operations. Review maintenance and operations in relations with applicable warranties, agreements to maintain bonds, and similar continuing commitments.

SPARE PARTS AND MAINTENANCE MATERIALS

The General Contractor shall deliver to PETSMART the spare parts, extra stock, and maintenance materials listed below at time of punch list. Materials shall be neatly packaged and identified. The General Contractor shall complete the sign-off checklist below and provide the completed and signed checklist to the Petsmart CM.

SECTION	ITEM	RECEIVED BY
07920 – Joint Sealants	2 tubes of grey Sikaflex 1A polyurethane sealant	
09310 – Ceramic Tile	1 box new unopened ceramic tile for each type used. (There are two types used)	
09511 – Acoustical Panel Ceilings	1 box new unopened ceiling tile for each type used. (There are 3 types used)	
09651 - Wall Base	20 feet continuous roll of 4" rubber cove base to match installed	
09910 – Painting	1 full new unopened gallon of each type of paint used, see building plan, sheet A7	
15202 – Air Distribution Filters	1 box of new unopened filters for Salon return air grill	
15300 – Fire Protection	1 head wrench 1 cabinet (capacity sized to house all heads) 2 each of type head a) recessed, interior b) recessed, exterior c) upward pendant warehouse, interior d) upward pendant main sales, interior e) upward pendant, exterior f) other as indicated	
16000 – Electrical	- one (1) new unopened box of plug outlet covers, supplied by Electrical Subcontractor - one (1) new unopened box of switch plate covers, supplied by Electrical Subcontractor	

The General Contractor has delivered all spare parts, extra stock, and maintenance materials as defined above in a satisfactory condition.

The Petsmart CM is to upload the document to USGN under the Closeout tab on the top toolbar, under Internal Closeout Documents.

Petsmart Construction Manager

Date

General Contractor

Date

Form Revised 5.28.19

PROJECT CLOSEOUT STATUS CHECKLIST

LOCATION: _____

DATE: _____

JOB NO.: _____

UPLOADED TO CONSTRUCTION WEBSITE*: _____

*IN PROJECT UNDER THE CLOSE OUT TAB ON TOP TOOLBAR, PROJECT CLOSEOUT FROM/VIEW LOG

PROJECT MANUAL

ITEM DESCRIPTION	NOT COMPLETE	NOT APPROVED	COMPLETED
CERTIFICATE OF OCCUPANCY			
COMPLETELY SIGNED CERTIFICATE OF SUBSTANTIAL COMPLETION			
1 YEAR WARRANTY DOCUMENTATION BY GENERAL CONTRACTOR (INCLUDING ALL SUBCONTRACTOR WARRANTIES)			
SUBCONTRACTOR INFORMATION LIST WITH NAME, ADDRESS, & TELEPHONES			
Asphalt Paving 1 Year			
Concrete 1 Year			
Masonry 1 Year			
Structural Metal 1 Year			
Carpentry 1 Year			
Steel Erector 1 Year			
Building Insulation 1 Year			
Roofing <u>5 Years</u>			
Caulking & Sealant <u>5 Years</u>			
Hollow Metal Doors & Frames 1 Year			
Aluminum Doors & Frames <u>2 Years</u>			
Wood Doors <u>Life of Install.</u>			
Overhead Doors 1 Year			
Finish Hardware <u>2 Years</u>			
Glass & Glazing 1 Year			
Gypsum Wallboard/Framing 1 Year			
Ceramic Tile 1 Year			
Plastic Panel Wall Covering 2 Years			
E.I.F.S. <u>10 Years</u>			
Acoustical Treatment 1 Year			
Painting 1 Year			
Dock Facilities 1 Year			

Mechanical/Sheet Metal	<u>2 Years, 5 Yrs Compressor, 10Yrs Heat Exchanger</u>			
Plumbing	<u>2 Years</u>			
Fire Sprinkler System	<u>2 Years</u>			
Electrical	<u>2 Years</u>			
SUBCONTRACTOR INFORMATION LIST WITH NAME, ADDRESS, & TELEPHONES				
HVAC TEST & BALANCE REPORT				
SUBCONTRACTOR 5 YEAR WARRANTY FOR ROOFING				
FIRE SPRINKLER SYSTEMS AND HYDRAULIC PLACARD POSTED ON THE STANDPIPE				
O&M MANUALS				
SEWER VIDEO				
RPZ CERTIFICATION				
SPARE PARTS & MAINTENANCE MATERIAL – CHECKLIST SIGNED				
PUNCH LIST ITEMS COMPLETED & SIGNED BY GENERAL CONTRACTOR, PROFESSIONAL OF RECORD AND CONSTRUCTION MANAGER (20 DAYS MAXIMUM)				

RECORD DRAWINGS

ITEM DESCRIPTION	NOT COMPLETE	NOT APPROVED	COMPLETED
ONE (1) SET OF AS-BUILTS DOCUMENTS IN A STORAGE TUBE, MARKED "AS BUILTS" & LEFT AT LOCATION NEAR STORE'S ELECTRICAL WALL AS SHOWN ON DRAWING A2.2			

END OF SECTION

Confirmation Checklist HVAC Test & Balance Confirmation

TO: _____ EMAIL: _____
 FROM: _____ DATE: _____
 JOB NAME: PetSmart ADDRESS: _____

SCHEDULED DATE FOR T&B: _____ (Ideally 1-2 weeks before turnover)

To ensure the HVAC system is ready for the test and air balance on the above scheduled date, please verify that the following (applicable) items are completed:

PETSMART PREPARATION CHECKLIST

PETSMART - STORE # _____

PLEASE CHECK THESE KEY ITEMS TO ENSURE BALANCING CAN PROCEED SMOOTHLY

	RTU-1	RTU-2	RTU-3	RTU-4	RTU-5	RTU-6	RTU-7	RTU-8	EF-1	EF-2	EF-3	EF-4
Ductwork is 100% Completed/All terminals installed												
All inlets/outlets have balancing dampers												
All balancing dampers are accessible												
Ductwork and diffusers are insulated as per spec												
Wet area diffusers are insulated (blanket on top)												
Plenum Boxes for linears are insulated												
Filters are installed												
HVAC units are installed in proper locations												
Exhaust fans are installed in proper locations												
HVAC Systems and exhaust fans are wired												
HVAC Systems have been started up												
Overload protection is properly sized												
Outside air damper controls are operational												

PLEASE CHECK OFF EACH ITEM AS IT IS VERIFIED COMPLETED AND RETURN CHECKLIST ONCE COMPLETED

PLEASE ENSURE THE MOTORIZED DAMPERS ARE INSTALLED AND OPERATIONAL ON RTU-5 (HOLDING ROOM)

THESE ARE THE MOST OVERLOOKED ITEM - PLEASE DOUBLE CHECK

THE SUPERINTENDENT MUST SIGN AND RETURN THIS CHECKLIST. THE CHECKLIST MUST INDICATE THE HVAC SYSTEM IS 100% READY.

Superintendent Signature: _____ Date: _____

NOTE: This checklist must be returned no later than Wednesday (3:00pm, EST/EDT) of the week prior to the date requested to prevent a \$450 surcharge for insufficient notice. There will be a \$1250 surcharge if the HVAC system is not ready and a second visit must be made. This request for work will only be scheduled upon receipt of a completed checklist indicating the site is ready.

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