

## SECTION 01700: CONTRACT CLOSEOUT

### 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.

### 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** - A.I.A. G-704 form 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. 100% punchlist shall also include the completed and signed Melink "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                                                                   |
| Polished Concrete                | 3 Years                                                                  |
| Masonry                          | 1 Year                                                                   |
| Structural Metal                 | 1 Year                                                                   |
| Steel Erector                    | 1 Year                                                                   |
| Carpentry                        | 1 Year                                                                   |
| Water Repellants                 | <b><u>2 Years (Material)</u></b><br><b><u>5 Years (Installation)</u></b> |
| Building Insulation              | 1 Year                                                                   |
| E.I.F.S.                         | <b><u>7 Years</u></b>                                                    |
| Roofing                          | <b><u>5 Years</u></b>                                                    |
| Caulking & Sealant               | <b><u>5 Years</u></b>                                                    |
| Hollow Metal Doors & Frames      | 1 Year                                                                   |
| Pre-finished Frames              | 1 Year                                                                   |
| Wood Doors                       | <b><u>Life of Install</u></b>                                            |
| Impact Doors                     | 1 Year                                                                   |
| Overhead Doors                   | 1 Year                                                                   |
| Aluminum Doors & Frames          | <b><u>2 Years</u></b>                                                    |
| Sliding Automatic Entrance Doors | <b><u>2 Years</u></b>                                                    |
| Finish Hardware                  | <b><u>2 Years</u></b>                                                    |
| Glass & Glazing                  | 1 Year                                                                   |
| Gypsum Wallboard/Framing,        | 1 Year                                                                   |
| Acoustical Treatment             | 1 Year                                                                   |
| Wall Base                        | 1 Year                                                                   |
| Pre-finished Wall Panels         | <b><u>2 Years (Installation)</u></b><br><b><u>5 Years (Material)</u></b> |

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|                        |                                                                                                                                                                  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Painting               | 1 Year                                                                                                                                                           |
| Dock Facilities        | 1 Year                                                                                                                                                           |
| Mechanical/Sheet Metal | <b><u>2 Years (Mechanical Units)</u></b><br><b><u>2 Years (Sheet Metal)</u></b><br><b><u>5 Years (Compressor)</u></b><br><b><u>10 Years (Heat Exchanger)</u></b> |

The contractor shall provide a Labor Warranty for all material and equipment installed for a period of two (2) years. The material (parts) supplied by Lennox shall be warranted for the period of time noted in the Lennox North America Warranty.

|                       |                                   |
|-----------------------|-----------------------------------|
| Plumbing              | <b><u>2 Years</u></b>             |
| PEX Tubing            | <b><u>25 Years (Material)</u></b> |
| Fire Sprinkler System | <b><u>2 Years</u></b>             |
| Electrical            | <b><u>2 Years</u></b>             |
| Alarm System          | 1 Year                            |

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)**
  - **HEATING, VENTILATION, AIR CONDITIONING** - this section shall include the specified warranty and an equipment list including the following items:
    1. Name, model and manufacturer.
    2. Complete parts drawings and list.
    3. All approved shop drawings and/or submittals (DWG Cad file(s)).
    4. Maintenance instructions, including frequency of lubrication, cleaning, adjusting, replacing, etc.
  - **HEALTH DEPARTMENT APPROVAL** - where necessary
  - **FORMAL TEST & BALANCE REPORT** - completed by HVAC Subcontractor\*

- **HVAC EQUIPMENT LIST** – not necessary to scan – this is a form under the Close Out tab on the top toolbar, HVAC/HVAC Equipment List, completed by HVAC Subcontractor.\*

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

### 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 Project Manager finds that the Project is substantially complete, he will instruct the Professional of Record to prepare a Certificate of Substantial Completion, AIA Document G-704, 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 and the General Contractor shall complete the maintenance stock sign-off checklist and provide in Closeout Package. Materials shall be neatly packaged and identified.

| SECTION                          | ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                         | RECEIVED BY |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 07920 – Joint Sealants           | <ul style="list-style-type: none"> <li>2 tubes of Sikaflex 1A polyurethane sealant.</li> </ul>                                                                                                                                                                                                                                                                                                                                               |             |
| 09310 – Ceramic Tile             | <ul style="list-style-type: none"> <li>(12) new unopened tiles of each type used.</li> </ul>                                                                                                                                                                                                                                                                                                                                                 |             |
| 09651 Wall Base                  | <ul style="list-style-type: none"> <li>20 feet continuous roll of gray 4" base to match installed</li> </ul>                                                                                                                                                                                                                                                                                                                                 |             |
| 09900 – Painting                 | <ul style="list-style-type: none"> <li>2 full new unopened gallons of each type of paint used, see building plan, sheet A7</li> </ul>                                                                                                                                                                                                                                                                                                        |             |
| 15000 - Plumbing                 | <ul style="list-style-type: none"> <li>2 plumbing valve chart (highlight all water valves on sheets P-1 &amp; P1.1 and mount copies near water heater)</li> </ul>                                                                                                                                                                                                                                                                            |             |
| 15202 – Air Distribution Filters | <ul style="list-style-type: none"> <li>1 complete change at time of punch</li> <li>2 additional changes for shelf stock</li> </ul>                                                                                                                                                                                                                                                                                                           |             |
| 15300 – Fire Protection          | <ul style="list-style-type: none"> <li>1 head wrench</li> <li>1 cabinet (capacity sized to house all heads)</li> <li>2 each of type head               <ul style="list-style-type: none"> <li>a) recessed, interior</li> <li>b) recessed, exterior</li> <li>c) upward pendant warehouse, interior</li> <li>d) upward pendant main sales, interior</li> <li>e) upward pendant, exterior</li> <li>f) other as indicated</li> </ul> </li> </ul> |             |
| 16000 – Electrical               | <ul style="list-style-type: none"> <li>two (2) new unopened boxes of plug outlet covers, supplied by Electrical Subcontractor</li> <li>two (2) new unopened boxes of switch plate covers, supplied by Electrical Subcontractor</li> </ul>                                                                                                                                                                                                    |             |

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

This checklist is to be scanned after execution and loaded into the On-line project management Web site, under the Close Out tab on the top toolbar, Project Closeout From/View Log.

\_\_\_\_\_  
Construction Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Contractor

\_\_\_\_\_  
Date

## 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 A.I.A. CERTIFICATE OF SUBSTANTIAL COMPLETION                                    |              |              |           |
| 1 YEAR WARRANTY DOCUMENTATION BY GENERAL CONTRACTOR<br>(INCLUDING ALL SUBCONTRACTOR WARRANTIES)   |              |              |           |
| SUBCONTRACTOR INFORMATION LIST WITH NAME, ADDRESS, & TELEPHONES                                   |              |              |           |
| Asphalt Paving 1 Year                                                                             |              |              |           |
| Concrete 1 Year                                                                                   |              |              |           |
| Polished Concrete 3 Years                                                                         |              |              |           |
| Masonry 1 Year                                                                                    |              |              |           |
| Structural Metal 1 Year                                                                           |              |              |           |
| Steel Erector 1 Year                                                                              |              |              |           |
| Carpentry 1 Year                                                                                  |              |              |           |
| Water Repellents <b><u>2 Years (Material)</u></b><br><b><u>5 Years (Installation)</u></b>         |              |              |           |
| Building Insulation 1 Year                                                                        |              |              |           |
| E.I.F.S. <b><u>7 Years</u></b>                                                                    |              |              |           |
| Roofing <b><u>5 Years</u></b>                                                                     |              |              |           |
| Caulking & Sealant <b><u>5 Years</u></b>                                                          |              |              |           |
| Hollow Metal Doors & Frames 1 Year                                                                |              |              |           |
| Pre-Finished Frames 1 Year                                                                        |              |              |           |
| Wood Doors <b><u>Life of Install</u></b>                                                          |              |              |           |
| Impact Doors 1 Year                                                                               |              |              |           |
| Overhead Doors 1 Year                                                                             |              |              |           |
| Aluminum Doors & Frames <b><u>2 Years</u></b>                                                     |              |              |           |
| Sliding Automatic Entrance Doors <b><u>2 Years</u></b>                                            |              |              |           |
| Finish Hardware <b><u>2 Years</u></b>                                                             |              |              |           |
| Glass & Glazing 1 Year                                                                            |              |              |           |
| Gypsum Wallboard/Framing 1 Year                                                                   |              |              |           |
| Acoustical Treatment 1 Year                                                                       |              |              |           |
| Wall Base 1 Year                                                                                  |              |              |           |
| Pre-Finished Wall Panels <b><u>2 Years (Installation)</u></b><br><b><u>5 Years (Material)</u></b> |              |              |           |
| Painting 1 Year                                                                                   |              |              |           |
| Dock Facilities 1 Year                                                                            |              |              |           |

## SECTION 01700: CONTRACT CLOSEOUT

|                                                                                                                              |                                                                                                                                    |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Mechanical/Sheet Metal                                                                                                       | <u>2 Years (Mechanical Units)</u><br><u>2 Years (Sheet Metal)</u><br><u>5 Yrs (Compressor)</u><br><u>10 Years (Heat Exchanger)</u> |  |  |  |
| Plumbing                                                                                                                     | <u>2 Years</u>                                                                                                                     |  |  |  |
| PEX Tubing                                                                                                                   | <u>25 Years (Material)</u>                                                                                                         |  |  |  |
| Fire Sprinkler System                                                                                                        | <u>2 Years</u>                                                                                                                     |  |  |  |
| Electrical                                                                                                                   | <u>2 Years</u>                                                                                                                     |  |  |  |
| Alarm System                                                                                                                 | 1 Year                                                                                                                             |  |  |  |
| SUBCONTRACTOR INFORMATION LIST WITH NAME, ADDRESS, & TELEPHONES                                                              |                                                                                                                                    |  |  |  |
| HVAC TEST & BALANCE REPORT & HVAC EQUIPMENT LIST FORM                                                                        |                                                                                                                                    |  |  |  |
| SUBCONTRACTOR 5 YEAR WARRANTY FOR ROOFING                                                                                    |                                                                                                                                    |  |  |  |
| FIRE SPRINKLER SYSTEMS SECTION INCLUDING HVAC                                                                                |                                                                                                                                    |  |  |  |
| ELECTRICAL SYSTEMS SECTION                                                                                                   |                                                                                                                                    |  |  |  |
| 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 |              |              |           |
| BLUELINE OF RECORD DRAWINGS TO BE PLACED AT STORE IN ELECTRICAL BOARD PLAN HOLDER (TUBE)                                 |              |              |           |
| LOCATE CONCEALED WATER LINES OFF GRID                                                                                    |              |              |           |
| LOCATE CONCEALED WASTE LINES OFF GRID                                                                                    |              |              |           |
| LOCATE STORM DRAIN LINE INVERTS (IF APPLICABLE)                                                                          |              |              |           |
| SIGNED BY GENERAL CONTRACTOR AND DATED-FRONT COVER                                                                       |              |              |           |

END OF SECTION



### HVAC Test & Balance Confirmation

TO: \_\_\_\_\_ FAX: \_\_\_\_\_  
 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:

- |                                                                                                                                                                                 |           |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| 1. Permanent power and gas to building is turned on.                                                                                                                            | _____ YES | _____ NO |
| 2. HVAC system is started up and operational (including EF and MUA).                                                                                                            | _____ YES | _____ NO |
| 3. Are VAV's installed with this HVAC system?                                                                                                                                   | _____ YES | _____ NO |
| 4. Outside air intakes with dampers are installed and operational on RTU's / AHU's .                                                                                            | _____ YES | _____ NO |
| 5. Clean filters are installed in RTU's.                                                                                                                                        | _____ YES | _____ NO |
| 6. All diffusers, registers, and dampers are installed (and dampers are open & visible).                                                                                        | _____ YES | _____ NO |
| 7. Thermostats and remote sensors are wired and operational.                                                                                                                    | _____ YES | _____ NO |
| 8. Kitchen hood grease filters are installed.                                                                                                                                   | _____ YES | _____ NO |
| 9. General and mechanical contractors will be onsite during T&B.                                                                                                                | _____ YES | _____ NO |
| a. Are there any restrictions (i.e., restricted working hours or scheduled work from other contractors) that may prevent the T&B from being completed within the time allotted? |           |          |
| Will the site be open for business? _____ Yes _____ No                                                                                                                          | _____ YES | _____ NO |
| 10. Will access to ductwork and equipment require a ladder taller than 8'?                                                                                                      | _____ YES | _____ NO |
| a. If a ladder is required, will one be on site and available for Melink's use?                                                                                                 | _____ YES | _____ NO |
| 11. T&B work can be performed with other scheduled work.                                                                                                                        | _____ YES | _____ NO |
| 12. Is the T&B report needed for the inspector?                                                                                                                                 | _____ YES | _____ NO |
| 13. Does this job require a Certificate of Insurance?                                                                                                                           | _____ YES | _____ NO |
| a. If yes, and you do not already have one on file, please attach a copy of your Certificate requirements.                                                                      |           |          |
| 14. Is there a Water Balance needed? If so please describe the valve brand / make.                                                                                              | _____ YES | _____ NO |
| a. Valve brand / make _____                                                                                                                                                     |           |          |
| 15. Is the address for the job site (above) correct?                                                                                                                            | _____ YES | _____ NO |

THE SUPERINTENDENT MUST SIGN AND RETURN THIS CHECKLIST TO MELINK CORPORATION AT (513) 965-7353 OR [checklist@melinkcorp.com](mailto:checklist@melinkcorp.com) . THE CHECKLIST MUST INDICATE THE HVAC SYSTEM IS 100% READY.

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This checklist must be returned to Melink 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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