

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION C	DATE
CONSTRUCTION COMPLETION	CLOSE-OUT MEETING	12/27/2022

1. After a project reaches substantial completion and prior to the completion date of the project, the RE and the Contractor's field representative will each prepare a list of work that they know remains to be completed, work needing correction, and forms and releases that must be submitted. The RE will then schedule and hold a closeout meeting to discuss these issues and establish a time frame for completion with the Contractor's management personnel, including the field representative, the FM and the PM.
2. The following topics, if applicable, should be discussed at the meeting:
 - a. Notice of Completion Requirements (Subsections 108.18 and 108.19)
 - b. As-built Agreement Time Frames (Subsection 109.08)
 - c. Documents required for completion: (RE should send a formal list to the Contractor prior to the meeting.)
 - 1) Material Certifications
 - 2) Payrolls
 - 3) Force Account Records
 - 4) Certification of DBE/SBE/ESBE Goals
 - 5) Working Drawings (Subsection 105.05)
 - 6) Environmental Reports
 - 7) DC-123's
 - 8) Pending Change Orders
 - d. Materials Testing:
 - 1) Cores
 - 2) Acceptance of Pay Adjustments or Removal and Replacement
 - 3) Credit for Failing Samples (Subsection 106.05) (See CPH Section VII Subsection D)
 - e. Maintenance of Insurance until Acceptance (Subsection 107.11.02)
 - f. Liquidated Damages for Failure to meet Completion Dates (Subsection 108.10 and 108.20)
 - g. Warranties (Subsection 108.21) and Maintenance Bonds
3. The RE will prepare a memorandum of record of this meeting and distribute to all invitees with a copy to the RCE.