

## PART 1 - GENERAL

### 1.1 ADMINISTRATIVE REQUIREMENTS

- .1 Acceptance of Work Procedures:
  - .1 Contractor's Inspection: Contractor: conduct inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
    - .1 Notify Departmental Representative in writing of satisfactory completion of Contractor's inspection and submit verification that corrections have been made.
    - .2 Request Departmental Representative's inspection.
  - .2 Departmental Representative's Inspection:
    - .1 Departmental Representative and Contractor to inspect Work and identify defects and deficiencies.
    - .2 Contractor to correct Work as directed.
  - .3 Completion Tasks: submit written certificates in English that tasks have been performed as follows:
    - .1 Work: completed and inspected for compliance with Contract Documents.
    - .2 Defects: corrected and deficiencies completed.
    - .3 Equipment and systems: tested, adjusted and balanced and fully operational.
    - .4 Certificates required by Fire Commissioner: submitted.
    - .5 Operation of systems: demonstrated to Owner's personnel.
    - .6 Work: complete and ready for final inspection.
  - .4 Final Inspection:
    - .1 When completion tasks are done, request final inspection of Work by Departmental Representative and Contractor.
    - .2 When Work incomplete according to Owner and Departmental Representative, complete outstanding items and request re-inspection.
  - .5 Declaration of Substantial Performance: when Departmental Representative considers deficiencies and defects corrected and requirements of Contract substantially performed, make application for Certificate of Substantial Performance.
  - .6 Commencement of Lien and Warranty Periods: date of Owner's acceptance of submitted declaration of Substantial Performance to be date for commencement for warranty period and commencement of lien period unless required otherwise by lien statute of Place of Work.

- .7 Final Payment:
  - .1 When Departmental Representative considers final deficiencies and defects corrected and requirements of Contract met, make application for final payment.
  - .2 When Work deemed incomplete by Departmental Representative, complete outstanding items and request re-inspection.
  
- .8 Payment of Holdback: after issuance of Certificate of Substantial Performance of Work, submit application for payment of holdback amount in accordance with contractual agreement.

## 1.2 FINAL CLEANING

- .1 Clean in accordance with Section 01 74 11 - Cleaning.
  - .1 Remove surplus materials, excess materials, rubbish, tools and equipment.
- .2 Waste Management: separate waste materials for reuse and recycling in accordance with Section 01 74 21 - Construction/Demolition Waste Management and Disposal

## PART 2 - PRODUCTS

### 2.1 NOT USED

- .1 Not Used.

## PART 3 - EXECUTION

### 3.1 NOT USED

- .1 Not Used.

END OF SECTION