FLOW CHART: SUBSTANTIAL COMPLETION AND CONTRACT CLOSEOUT
(Reference: FM5:18)

1. CONTRACTOR DETERMINES WORK IS SUBSTANTIALLY COMPLETE.

2. CONTRACTOR NOTIFIES UNIVERSITY’S REP. OF READINESS FOR SUBSTANTIAL COMPLETION INSPECTION

3. UNIVERSITY’S REP. INSPECTS WORK OR 3. UNIVERSITY’S REP DETERMINES WORK IS NOT SUFFICIENTLY COMPLETE TO WARRANT INSPECTION

4. UNIVERSITY’S REP. GIVES CONTRACTOR LIST OF ITEMS TO CORRECT

5. CONTRACTOR CORRECTS ITEMS ON LIST

6. UNIVERSITY’S REP. RE-INSPECTS WORK

7. UNIVERSITY’S REP. DETERMINES THAT WORK IS SUBSTANTIALLY COMPLETE

8. UNIVERSITY’S REP. OBTAINS A CERTIFICATE OF OCCUPANCY ISSUED BY CAMPUS BUILDING OFFICIAL

9. UNIVERSITY’S REP. PREPARES AND ISSUES CERTIFICATE OF SUBSTANTIAL COMPLETION

---

STEPS 4-6 ARE REPEATED UNTIL ALL ITEMS ARE CORRECTED. CONTRACTOR IS RESPONSIBLE FOR COSTS ASSOCIATED WITH RE-INSPECTION.

ALL REQUIREMENTS IN SPECIFICATIONS SECTION 01740 SHOULD BE PREPARED OR COMPLETED BY CONTRACTOR

EXECUTED BY UNIVERSITY; GUARANTEE TO REPAIR PERIOD COMMENCES; UNIVERSITY MAY BECOME RESPONSIBLE FOR UTILITIES, SECURITY, AND MAINTENANCE

---

(CONT’D.)
FLOW CHART: SUBSTANTIAL COMPLETION AND CONTRACT CLOSEOUT

(Reference: FM5:18)

(CON'TD.)

10. UC MAY REDUCE LIQUIDATED DAMAGES

11. CONTRACTOR DETERMINES WORK IS COMPLETE

12. UNIVERSITY'S REP. MAKES FINAL INSPECTION

13. UNIVERSITY'S REP. DETERMINES WORK IS COMPLETE

14. CONTRACTOR MAKES FINAL APPLICATION FOR PAYMENT

15. UNIVERSITY'S REP. ISSUES FINAL CERTIFICATE FOR PAYMENT

16. UC ISSUES NOTICE OF COMPLETION

17. UC MAKES FINAL PAYMENT

- READY FOR FINAL INSPECTION
- IN ACCORDANCE WITH CONTRACT DOCUMENTS, FINAL INSPECTION ACCEPTANCE IS EXECUTED.
- ATTACHMENTS INCLUDE SUBMITTALS OF GUARANTEES; OPERATING DATA, AND AS-BUILT DOCUMENTS
- WITHIN 15 DAYS OF FINAL COMPLETION (STEP 12); RECORDED AT COUNTY RECORDER'S OFFICE
- NOT PAYABLE UNTIL AT LEAST 35 DAYS AFTER THE NOTICE OF COMPLETION IS RECORDED.