# FLOW CHART: SUBSTANTIAL COMPLETION AND CONTRACT CLOSEOUT

(Reference: FM5:18)

1. CONTRACTOR DETERMINES WORK IS SUBSTANTIALLY COMPLETE.

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

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

BACK TO STEP 1

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

5. CONTRACTOR CORRECTS ITEMS ON LIST

6. UNIVERSITY'S REP. RE-INSPECTS WORK

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

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

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)

(CONT'D.)

10. UC MAY REDUCE LIQUIDATED DAMAGES

11. CONTRACTOR DETERMINES WORK IS COMPLETE

READY FOR FINAL INSPECTION

12. UNIVERSITY'S REP. MAKES FINAL INSPECTION

13. UNIVERSITY'S REP. DETERMINES WORK IS COMPLETE

IN ACCORDANCE WITH CONTRACT DOCUMENTS, FINAL INSPECTION ACCEPTANCE IS EXECUTED.

14. CONTRACTOR MAKES FINAL APPLICATION FOR PAYMENT

ATTACHMENTS INCLUDE SUBMITTALS OF GUARANTEES; OPERATING DATA, AND AS-BUILT DOCUMENTS

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

16. UC ISSUES NOTICE OF COMPLETION

WITHIN 15 DAYS OF FINAL COMPLETION (STEP 12); RECORDED AT COUNTY RECORDER'S OFFICE)

17. UC MAKES FINAL PAYMENT

NOT PAYABLE UNTIL AT LEAST 35 DAYS AFTER THE NOTICE OF COMPLETION IS RECORDED.