

Project Close Out Summary

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1. Final Cleaning and Inspection

Area	Contractor's Inspection (Completed)	Consultant's Inspection (Completed)	Substantial Performance (Completed)	Final Completion (Completed)
Classroom Wings				
Centre Core				
Gym Wing				
Common Areas				
Service Rooms				
Building Exterior and Roof				
Site				

2. Acceptance Testing and Certification

Item	Reference	Complete	Consultant's Review
Drinking Water Analysis			
Sheet Air/Vapour Barrier – Manufacturer's Certificate			
Fire Proofing – Testing Reports			
Sprayed Insulation – Quality Control Report			
Roofing – Manufacturer's Report			
Door Hardware – Supplier's Report			
Testing, Adjusting, and Balancing Systems – Preliminary – Final			
Sound Attenuation			
Vibration Isolation			

Item	Reference	Completed	Consultant Review
Sprinkler System Testing			
Boiler Start Up			
Flush and Treat Heating Water System			
Humidifier Start Up			
EMCS System			
Boiler Control System			
Dust Collector			
Sprinkler System – to requirements of Fire Marshall			
Electrical Installations – to requirements of NSP			
Electrical Distribution			
Lighting System – Light Levels			
Fire Alarm System			
P.A. System			
Assistive Listening System			
Intrusion Alarm System			
Multi-Media System			
Voice / Data System			
Service Entrance Board – Coordination Study – Commissioning			
Structured Wiring			
DPW – IAQ Baseline Testing			

3. Demonstration and Verification of Systems and Equipment

System	For Consultant's Verification (Completed)	For Maintenance Staff (Completed)	For DPW – FPT (Completed)
Hydraulic Elevators			
Wheelchair Lift			
Educational Equipment: – CNC Router			
Kitchen Equipment			
Dust Collector			
Door Hardware			
Operable Partitions			
Plumbing Systems			
Boilers			
Heating Systems			
Ventilation Systems			
Control Systems			
Electrical Distribution			
Lighting Systems			
Emergency Lighting			
Public Address Systems			
Assistive Care Alarm			
Intrusion Alarm System			
Telephone System			
Fire Alarm System			
Structured Wiring			
Cable TV			

4. Inspection by AHJ's

System	Authority Having Jurisdiction	Completed
Hydraulic Elevator	Nova Scotia Department of Labour	
Wheelchair Lift	Nova Scotia Department of Labour	
Review of Facility by Local Fire Department		
Review of Facility by Fire Marshall	Nova Scotia Department of Labour – Fire Marshall	
Sprinkler System	Nova Scotia Department of Labour – Fire Marshall	
Electrical Service	Nova Scotia Power	
Cafeteria Kitchen	Nova Scotia Department of Agriculture	

5. Project Record Documents

Item	Consultant Approval of Draft	Consultant Approval of Final	Handover to Owner
Operating and Maintenance Manuals (2 copies) <ul style="list-style-type: none"> • Equipment and Systems • Material and Finishes • Food Service • Warranty and Bonds 			
As-Built Record Documents <ul style="list-style-type: none"> • Drawings • Specifications • Addenda • Change Orders and Site Instructions • Shop Drawings and Samples • Field Test Reports • Inspection Certificates • Manufacturer's Certificates 			
Framed As-Built Control Diagrams			

Framed Single Line Electrical Drawings			
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6. Spare Parts and Maintenance Materials

Description	Reference	Consultant Verification	Handover to Owner
Finish Hardware – Wrenches			
Ceramic Wall			
Ceramic Floor Tile			
Acoustic Ceiling Tiles			
Vinyl Tile			
Windows – Allen Keys – Spare Handles			
Tech Ed – Maintenance Tools for Equipment			
Gym Equipment – Keys and handles for backboards – Wrenches and nets			
Mechanical – General – List of Spare Parts			
Mechanical – General – Special Tools			
Sprinkler – Spare Parts, Tools and Cabinet			
HVAC water treatment system – Test Equipment			
Fans – Spare Parts			
Fire Dampers – Spare Fusible Links			
AHU's – Spare Filters and Spare Parts			
Humidifiers – Spare Parts and Evaporator Material			

Exhaust Fans – Spare Parts			
Grilles and Diffusers – Keys for Adjustment			
Filters and Filter Gauges – Spare Parts			
Replace Filters at Handover			
Spare Filters			
Spare Fuses			
Spare Lamps			
Fire Alarm – Spare Glass Rods			
MCC – Spare Parts			
Portable Shot Clocks			
PA System Components			
Light Dimming Panel			

7. Substantial Performance Documents

Item	Responsible	Date Completed
Certificate of Substantial Performance	Contractor and Consultant	
Deficiency Lists	Consultant and DPW	
NSP Final Inspection Report	Contractor	
Certificate of Verification of Fire Alarm System	Contractor	
Certificate from Dept of Labour for verification of elevator(s)	Contractor	
Certificate from Fire Marshall's office for final inspection of sprinkler system	Contractor	
Boiler Test Reports	Contractor	

Air Balance Reports	Contractor	
Structured Wiring	Contractor	
Drinking Water	Contractor	
P.A. System	Contractor	
Telephone System	Contractor	
Intrusion Alarm System	Contractor	
Air Testing (Pre and Post Occupancy)	DPW	

8. Facility Handover

Item	Responsible	Date Completed
DPW letter to Contractor	DPW	
DPW letter to School Board	DPW	
Master Key: <ul style="list-style-type: none"> • From Contractor to DPW • From DPW to School Board 	Contractor DPW	
Key and Key Control	Contractor	
NSP Account Transfer from Contractor to School Board	Contractor and School Board	
Insurance	Contractor and School Board	

9. Payments at Substantial Performance

Item	Responsible	Date Completed
Certificate for Payment for amounts due including release of Hold back	Contractor and Consultant	

10. Final Completion

Item	Responsible	Date Completed
Certificate of Completion	Contractor and Consultant	
Signed Off Deficiency Lists from Substantial Performance	Contractor and Consultant	

List of Remaining Deficiencies	Consultant	
Final Acceptance	DPW	

11. Payments at Final Completion

Item	Responsible	Date Completed
Final Certificate for Payment	Contractor and Consultant	
List of Remaining Deficiencies	Consultant	
As Built Drawings	Contractor and Consultant	
Performance Bonds <ul style="list-style-type: none"> For one year after handover 	Contractor	
Liability Insurance <ul style="list-style-type: none"> For one year after handover 	Contractor	
Written One Year Guarantee	Contractor	
Extended Warranties	Contractor	
Certificate from Workers' Compensation Board	Contractor	
Maintenance Bonds	Contractor	
Spare Parts and Maintenance Materials	Contractor	

12. Warranty Period and Procedures

Item	Reference	Date Completed
Commencement Date <ul style="list-style-type: none"> Date of Substantial Performance 		
Warranty Notice process		

<p>Extended Warranties:</p> <ul style="list-style-type: none"> • Hydraulic Seeding - 1 year after acceptance • Sodding - 1 year after acceptance • Trees and Scrubs - 2 years after acceptance • Metal Cladding - 2 additional years • EPDM Roofing - 9 additional years • Aluminum Doors - 1 additional year • Vinyl Windows -5 yrs on workmanship and materials 10 years on seals • Aluminum Skylights - 5 years • Refrigerator and Freezer Compressors - 5 additional years • EMCS - 2 year warranty • Structural Wiring - 15 years • Lighting Ballasts - 5 years • Emergency Light Batteries - 10 years 		
<p>Maintenance Periods:</p> <ul style="list-style-type: none"> • Hydraulic Seeding - 1 year • Sodding - 1 year • Trees and Shrubs - 2 years • Wheelchair lift - 1 year • Water Treatment Services - 1 year • EMCS - 2 year service contract and “on line” monitoring • Fire Alarm - 1 year maintenance • Fire Alarm - 1 year monitoring • Security System - 1 year monitoring • TV system - 1 year maintenance 		
1 st Quarter Meeting		
2 nd Quarter Meeting		
3 rd Quarter Meeting		
4 th Quarter Meeting		