

## 01 78 00 – Closeout Submittals

### 1. General

- A. Two original, signed copies of warranties, bonds and service/maintenance contracts, executed by each of the respective manufacturers, suppliers and subcontractors as required in the specific sections of the specifications, shall be assembled.
- B. Table of Contents shall be neatly typed in an orderly sequence. Complete information for each item shall be provided.
  - 1. Product or work item
  - 2. Firm, with name of principal, address, and telephone number
  - 3. Scope
  - 4. Date of beginning of warranty, bond or service/maintenance contract will commence upon date of substantial completion as established by the Architect, unless otherwise agreed to in writing.
  - 5. Duration of warranty, bond or service/maintenance contract
  - 6. Information for Owner's personnel that will be provided
  - 7. Proper procedure in case of failure
  - 8. Instances which might affect the validity of warranty or bond
  - 9. Contractor, name of responsible principal, address and telephone number
- C. Form of Submittals: Prepare in duplicate packets and in the following format:
  - 1. Size 8 1/2 inch by 11 inch; punch sheets for 3-ring binder
  - 2. Cover: Each packet shall be identified with typed or printed title "Warranties and Bonds." List the title of project and name of the contractor.
  - 3. Binders: Commercial quality, 3-ring, with durable and washable plastic covers
- D. Time of Submittals:
  - 1. For equipment or component parts of equipment put into service during the progress of construction, documents shall be submitted within ten days after inspection and acceptance. Otherwise, submittals shall be made within ten days after the date of substantial completion, prior to final request for payment.

2. For items of work where acceptance is delayed materially beyond the date of substantial completion, updated submittal shall be provided within ten days after acceptance, listing the date of acceptance as the start of the warranty period.