

1100 – Year End and Warranty Checklist

Architect-Engineer Responsibilities:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Each piece of equipment and every system have been verified as operational.
List exceptions: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete inspection tour conducted on: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Final completion list has been prepared (dated _____) and submitted to Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Results of inspection require corrections, and re-inspection has been scheduled. |

Commissioning Authority Responsibilities:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements have been reviewed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Post Occupancy and Off Season Testing have been conducted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Optimization & Adjustment Report has been prepared. |
| <input type="checkbox"/> | <input type="checkbox"/> | Warranty Issues have been resolved satisfactorily. |
| <input type="checkbox"/> | <input type="checkbox"/> | Continued / Re-Commissioning Plan has been developed. |

End of Occupancy and Warranty Checklist

1101 – General Warranty

During the first twelve (12) calendar months following the date of Substantial Completion, the Contractor shall provide labor, materials and equipment necessary to correct defects in the Work pursuant to the general warranty.

Upon noting a deficiency or defect in the construction, the Using Agency will contact CCPA to report the problem.

When it is an obvious defect covered under the general warranty of the Work, CCPA will contact the General Contractor and request that corrective measures be undertaken in a timely manner.

When the nature of the defect is not obviously covered under the general warranty of the Work, the Project Manager will contact the Architect-Engineer who shall inspect the defect and make determination of the proper mitigation of the defect.

1103 – Year-End Warranty Inspection

1103.1 Inspection Time Frame: Approximately thirty (30) calendar days prior to the end of the twelve calendar month warranty period, a Year-End Warranty Inspection shall be held with the Contractor, major Subcontractors, Architect-Engineer and Architect-Engineer Consultants, Using Agency and Project Manager. When the Warranty Inspection is coming due, the Architect-Engineer will take the lead in scheduling the inspection and notifying all major parties of the place, date and time of the inspection.

The Year-End Warranty inspection is mandatory and should not be considered optional, even if the Using Agency reports that there are no defects or deficiencies requiring correction under the provisions of the general warranty of the Work.

1103.2 Prior to the Inspection: Prior to conducting the Warranty Inspection, the Architect-Engineer shall conduct a preliminary review. At a minimum, the Architect-Engineer shall:

- Review Record Documents.
- Review Substantial Completion “Punch List.”
- Review list of “warranty items” generated at final inspection.
- Discuss known problems with facility manager and staff.

1103.3 Warranty Inspection:

- Inspection tour of the Work.
- Review results of inspection:
- List of items requiring corrective work.
- Timetable for corrective work.

1103.4 Reporting: The Architect-Engineer shall submit a written report of the inspection to the Project Manager and the Contractor within seven (7) calendar days following the inspection.

1103.5 Corrections: The Contractor shall submit a written notice to the Architect-Engineer and the Project Manager that all items identified during the inspection have been corrected.

Should the Contractor be unable to correct all items identified during the inspection prior to the date of the year- end Warranty, the Contractor shall provide to the Architect-Engineer a written explanation of the delay and an anticipated time for completion of the correction work.

The Architect-Engineer shall verify the notice made by the Contractor pursuant to the general Warranty inspection of the Work. The Architect-Engineer will submit a written report to the Project Manager indicating that the Contractor has completed all Work related to the Project, including all Warranty period items.

The Project manager shall confirm this with the Using Agency and close the project.

1104 – Re-Commissioning / Sustainability Plan

As a component of the Systems Manual, the Commissioning Team decides on a Re-Commissioning/Sustainability Plan. The purpose of the Re-Commissioning/ Sustainability Plan is to facilitate optimal system performance. The plan will adjust according to the Project size, scope, systems, and responsible parties.

The Re-Commissioning/Sustainability Plan will set the standards for maintaining the Owner's Project Requirements, maintaining the Systems Basis of Design, evaluating the systems' performance, maintaining the Systems Manual, and continuing systems training for required parties. The Commissioning Team will also decide responsible parties for each component in the plan. Other considerations for the Re-Commissioning/Sustainability Plan may include:

- Contractor call backs
- Verification of systems optimization
- Training tools for the Using Agency (videos, manuals, programs, etc.)
- Evaluation of maintenance contracts
- Audits of systems and equipment
- Monitoring and trending of data

The Commissioning Authority will include the Re-Commissioning/Sustainability Plan in the Systems Manual and distribute to Commissioning Team members and to affected parties.

1105 – Extended Phase D Services

Extended Phase D Services during the Warranty period for Projects seeking LEED certification require the Architect-Engineer to:

- Conduct a one year warranty inspection of the Project to determine if remedial work is required to satisfy Project guarantees and warranties.
- Prepare and submit the LEED Construction application to the USGBC in association with the Contractor.
- Respond to the USGBC Construction Review within 25 business days of receipt of review comments.
- Initiate Construction Application Appeal if necessary.
- Assist the Commissioning Authority as necessary.