Procedure

Construction Coordinators and Project Managers shall ensure that all close out documents are received before final payments are released to the consultant and/or the Contractor.

Project Managers shall ensure the project is completed and final payment made as per the closeout requirements outlined in the University of Guelph Standard Specification Sections.

The close out process should begin before the Substantial Performance of Work inspection.

Prior to submitting its application for Substantial Performance of the Work, the Contractor shall submit to the Consultant all:

1. guarantees,
2. warranties,
3. certificates,
4. testing and balancing reports,
5. distribution system diagrams,
6. spare parts,
7. maintenance manuals, and other materials or documentation required to be submitted under the Contract, together with written proof acceptable to the Owner and the Consultant that the Work has been substantially performed in conformance with the requirements of municipal, government and utilities authorities having jurisdiction.

Project Managers are to ensure that sufficient money is held back on construction and consulting contracts to (compensate) for any bona fide claims liens or project deficiencies.