**Facility Planning & Control**

**16. PRE-CLOSEOUT CONFERENCE AGENDA**

As a minimum, the following items are to be covered in the pre-Closeout conference. The Designer may, at his/her discretion, add additional items which he/she feels are important to this particular project.

As the subject project nears completion, you should be reminded of several requirements pertaining to acceptance of Facility Planning & Control projects, including:

**A.** Notify the local Fire Marshal's Office of the date and time of the Punch List Inspection. This must be done at least 7 days prior to the scheduled date. To issue an occupancy permit the Fire Marshal will require several certifications, including:

1. Designer submitted Certificate of Completion (Fire Marshal form)

2. Sprinkler certification

3. Fire Alarm certification

4. Fire Extinguishers inspected and tagged by licensed contractor (unless invoice shows they are less than one year old.)

5. Elevator certification

6. Boiler Inspection

7. All hot water heaters of 50 or more gallon capacity must be inspected (usually handled by the User)

**B.** All equipment should be operating and instructions on usage given immediately to the User Agency. Withhold Punch List monies for this requirement.

1. Elevators are to be inspected by a representative of the Office of Risk Management.

**C.** Note that the 5 or 10% Retainage is only for liens. A separate amount must be withheld for Punch List work. If the value of the Punch List equals more than the funds remaining in the project, Acceptance must be delayed until the punch list value is reduced to the amount of remaining funds. The Designer shall provide the values for each item on the punch list in accordance with R.S. 38:2248(B).

**D.** On deeming the project to be "substantially complete", the designer will complete and submit to FP&C, the Recommendation of Acceptance. FP&C will send the "NOTICE OF ACCEPTANCE OF BUILDING CONTRACT" to the contractor. This is the form to be filed in the courthouse. The 45-day lien period will not start until this document is filed. See Item (E).

**E.** No project shall be accepted until both the Manufacturer's Roofing Warranty and the Contractor's Roofing Warranty are submitted and found to be in compliance with the requirements of the Contract Documents. In addition, please complete our Roof Completion Information form with a Roof Plan on 8-1/2”x11” of Individual State ID’s or different Material Roof (or have the roofer complete it.) A copy of the blank form can be obtained from Facility Planning and Control.

**FPC's standard Membrane and Metal Roofing Warranties shall be utilized (as applicable per project type).**

**F.** The User Agency should provide a letter of concurrence prior to Acceptance.

**G.** Facility Planning & Control shall not approve payment of the 5% or 10% retainage without:

1. An invoice approved by the designer,

2. Original Consent of Surety to Final Payment (AIA Form G707),

3. Original Clear Lien Certificate showing that 45 days have elapsed since the Notice of Acceptance was filed with the Clerk of Court. Note that, in obtaining the clear lien certificate, the contractor should ensure that the full forty-five (45) days have passed and that the forty-fifth day is not a legal holiday as legal holidays can extend the lien period. Clear lien certificates obtained on the forty-fifth day are not acceptable.

**H.** Facility Planning & Control requires certification by the designer that the punch listed work has been completed prior to any payment of money withheld for the Punch List. If the Punch List is not completed within 45 days after Acceptance, the contractor may be placed in default. Contractor must be paid for all punch list work completed by the end of the 45 day lien period at the end of the 45 day lien period.

**I.** As-builts, prepared in accordance with the General Instructions to Designers, must be submitted and approved prior to the Designer receiving Final Payment. Contractor to record as‑built information that varies from the contract documents, on (1) one set of prints, to be furnished to the Designer at completion of the job.

**J.** The Designer shall bring to the attention of the Contractor all deficiencies as soon as they are discovered and shall **NOT** wait until the punch list is prepared.

**K**. Near the end of the project the FP&C Project Manager will review the project to determine compliance with FP&C’s ADA Non-Comprehensive Field Checklist. Any accessibility problems identified in this review shall be corrected before the project can be considered complete.

**NOTES:**