



## **3646: CONSTRUCTION PROCEDURES - CLOSING**

The administration shall report to the board of education when a board-approved project reaches "substantial completion." Thereafter, the project may be closed out and final payments made to contractors when the following conditions are met:

1. Each contractor has satisfactorily addressed all "punch list" items remaining at the time of substantial completion.
2. Each contractor has provided satisfactory "as built" drawings to the District or its architect.
3. Each contractor has provided warranty certificates, operations and maintenance manuals and all other required documents related to the project.
4. Each contractor has provided the required training to district personnel and has met all other requirements for the project.

Upon closing, all documents and other information related to the project shall be organized, maintained, and preserved in the District's construction records

**Date of Adoption**

**October 18, 2004**

**Reaffirmed**

**May 3, 2010**

**November 5, 2018**