A PROJECT

PROJECT BUDGET (ALSO KNOWN AS CONSTRUCTION BUDGET)
The sum, established by the OWNER, that is available for the entire Project.

INCLUDES:
- Labor
- Materials
- Equipment
- Contingencies
- CONTRACTOR's Overhead and Profit

INSURANCES REQUIRED FOR OWNER
1. Property or Builder's Risk (All Risk Coverage)
   This policy must initially be equal to the Contract Sum or Construction Cost and includes:
   - 1. Fire and Damage (Including Earthquake and Flood)
   - 2. Temporary Structures, Materials, Equipment and Supplies, typically covers Tools
   - 3. Property in Transit or Stored Off-Site
2. Worker's Compensation
3. General Liability
4. Personal Injury
5. Property Damage
6. Automobile Liability
7. Contractor's Liability

BID CONFERENCE
- Invitation to Bid
- Information Available to Bidders
- Instructions to Bidders
- Bid Forms
- Bid Supplements

GENERAL CONDITIONS (A201)
States the rights, responsibilities, and relationships of the parties and insurance required.

SUPPLEMENTARY CONDITIONS (A201)
Typically required to accommodate requirements of government of local building agencies.

SPECIAL CONDITIONS (OPTIONAL)
Typically required to accommodate requirements of government of local building agencies.

OWNER-CONTRACTOR AGREEMENT

CONTRACTOR'S QUALIFICATIONS (A305)

PERFORMANCE AND PAYMENT BOND (A312)

CERTIFICATE OF INSURANCE (A101 EXHIBIT A)

BID BOND
Typically 5-10% of the Contract Sum to be collected if the winning bidder refuses to sign the Contract.

GUIDE TO SUPPLEMENTARY CONDITIONS

GUIDE TO SUPPLEMENTARY CONDITIONS (A503/A533 CM-ADVISOR)
This accommodates legal, physical, or climatic conditions and establishes specific insurance requirements. Important for Multiple Prime Contract, Phased, or Fast-Track projects, as well as Cost Plus Fee contracts.

FREQUENTLY USED AIA DOCUMENTS:
- A101: Stipulated Sum
- A102: Cost Plus Fee Without Guaranteed Maximum Price
- A103: Cost Plus Fee With Guaranteed Maximum Price
- A104: Abbreviated
- A105: Short Form
- A132: CM as Advisor
- A133: CM as Constructor, Cost Plus Fee With Guaranteed Maximum Price
- A134: CM as Constructor, Cost Plus Fee Without Guaranteed Maximum Price
- A141: Design-Build
- A142: Design-Build Hiring a Contractor

TYPES OF TECHNICAL SPECIFICATIONS:
1. Closed
   Names a particular brand. Typically not permitted on public projects.
2. Open
   Names several products, materials or systems, typically providing three options.
3. Reference
   Refers to quality standards that are established by testing authorities. Used in conjunction with Specifications by others.
4. Descriptive
   Describes all components. ARCHITECT assumes total responsibility for description.

CSI MASTERFORMAT DIVISIONS
Provided by the Construction Specification Institute. This is the portion of the Project Manual which the
Architect and Contractors use to specify the materials and work to be done on the project.

BIDDING DRAWINGS
The graphic portion of the Contract Documents. They illustrate the size and shape of the project and
are as follows:
- Sheet List
- Subcontractors (G705)
- Specifications
- Contract Conditions
- Contract Form
- Specification Index

KING DRAWINGS
The graphic portion of the Contract Documents. They illustrate the size and shape of the project and
are as follows:
- Sheet List
- Subcontractors (G705)
- Specifications
- Contract Conditions
- Contract Form
- Specification Index

COST OF THE WORK PLUS FEE
Consists of a refund for the actual expenses to perform the Work, including salaries, employee
benefits, overhead, etc. plus a negotiated fee for profit with a Guaranteed Maximum Price.

Proprietary
Calcs for desired materials, products, systems, etc. by trade names. Does not allow for substitutions.

Performance
Describes desired results, not a precise description of individual components. Allows the CONTRACTOR
to use their previous experience. Appropriate when new or unusual products are systems are required.
GENERAL NOTE:

• A Series: Owner/Contractor Agreements
• B Series: Owner/Architect Agreements
• C Series: Other Agreements (Includes Consultants)
• D Series: Miscellaneous Documents
• E Series: Exhibits
• G Series: Contract Administration and Project Management Forms

AIA DOCUMENTS ARE DIVIDED INTO SIX (6) ALPHANUMERIC SERIES BY DOCUMENT USE OR PURPOSE:

G Series:
1. Amended Addenda
2. Subcontractor's Substitution Request
3. Contractor Clarification Request
4. Contractor's Modification Request
5. Change Orders
6. Award Notice
7. Final Report

C Series:
1. Consultant Services: Geotechnical Engineering
2. Consultant Services: Land Survey
3. Consultant Services: Lighting
4. Consultant Services: Electrical
5. Consultant Services: Plumbing
6. Consultant Services: Mechanical (HVAC)
7. Consultant Services: Structural
8. Consultant Services: Architectural

E Series:
1. Engineering Change Order
2. Estimator's Guide for Reviewing the Application for Payment
3. Pre-Construction Conference
4. Project Closeout
5. Site Safety Plan
6. Site File
7. Site Plan
8. Site Plan (PRIME CONTRACT SIGNED)

B Series:
1. Construction Change Directives
2. Construction Documents
3. Construction Documents
4. Construction Documents
5. Construction Documents
6. Construction Documents
7. Construction Documents
8. Construction Documents

A Series:
1. Assist Architect in Contract Administration
2. Internal and external coordination of own work
3. Make site observations
4. Prepare Drawings and Specifications
5. Contract Administration and Project Management Forms
6. Bidding Environment
7. Bidding Environment
8. Bidding Environment
9. PRE-CONSTRUCTION CONFERENCE

OWNERS PAYS FOR REPRODUCTION OF DOCUMENTS

CONTRACTOR'S QUALIFICATIONS

EXECUTION OF THE CONTRACT — PRIME CONTRACT SIGNED

6. Plumbing
7. Electrical

ADDENDA

Additions, Deletions, Clarifications, and/or Corrections to the Bidding Documents

CONTRACT MODIFICATION

Amendments to the Contract, including Change Orders and Construction Change Directives

CONTRACT DOCUMENTS

CONTRACTOR is not responsible to
ascertain that Construction Documents
are in accordance with local codes, ordinances, building codes, etc. However, any errors shall be reported
at the time of submission to the ARCHITECT.
CONTRACTOR
(PRIME CONTRACT SIGNED)
EXECUTION OF THE CONTRACT
7. Electrical
6. Plumbing
5. Mechanical (HVAC)
Construction Change Directives
including Change Orders and
Bidding Documents
and/or Corrections to the
Additions, Deletions, Clarifications,
MODIFICATIONS
CONTRACT
ADDENDA
TOR'S QUALIFICATION STATEMENT (A305)
CONSTRUCTION DOCUMENTS
However, any errors shall be reported
ordinances, building codes, etc.
are in accordance with applicable laws,
ascertain that Construction Documents
CONTRACTOR is not responsible to
the ARCHITECT as their copyrighted material

CONSTRUCTION TIME
CERTIFICATE OF INSURANCE (A101 EXHIBIT A)

OWNER MAY TERMINATE CONTRACT IF THE CONTRACTOR:
1. Fails to supply proper workers or materials
2. Fails to pay SUBCONTRACTOR(S)
3. Persistently disregards the law

CONTRACTOR MAY TERMINATE CONTRACT IF:
1. The work is stopped for more than thirty (30)
consecutive days through no fault of the CONTRACTOR,
2. A Court Order is issued to stop the Work
3. A Government Order is issued to stop the Work
(e.g. due to a National Emergency)
4. The ARCHITECT fails to issue a Certificate of Payment or
5. The OWNER fails to furnish financial evidence of ability to
pay for the Work

PRIME CONTRACT
This is a contract executed between the OWNER and CONTRACTOR.
Separate Prime Contracts may be used if an OWNER wants to contract
directly with several CONTRACTORS (e.g. HVAC, Plumbing, Electrical).
Here a CONSTRUCTION MANAGER is desirable. The General Conditions
require that a General CONTRACTOR bind all SUBCONTRACTORS to the
same terms and conditions that bind the CONTRACTOR to the OWNER.
Signing the Contract represents that the CONTRACTOR visited the site
and has become familiar with local conditions.

CERTIFICATE OF INSURANCE
This is a document to record the types and limits of the
insurance coverage carried by the CONTRACTOR only.
The certificate must contain a provision stating that the
OWNER will be given at least thirty (30) days notice before
insurance policies are canceled.

HAZARDOUS MATERIAL DISCOVERED
The CONTRACTOR must stop the Work immediately in the affected area and report
it to the ARCHITECT and OWNER. The OWNER shall obtain the service of a licensed
laboratory to verify the presence of a hazardous material. The OWNER must submit
the names of suggested laboratories. If the CONTRACTOR and ARCHITECT have no
objection, the selected party can remove such materials. The Contract Sum and
Time must be modified through a Change Order. The CONTRACTOR is not
responsible for any Hazardous Materials specified by the Contract Documents.

ACCIDENT: WORKERS INJURED
APPLICATION FOR PAYMENT (G702)

CERTIFICATE FOR PAYMENT (G702)

PROGRESS PAYMENT

LESS RETAINAGE (TYPICALLY 10%)

SUBCONTRACTOR’S REQUEST FOR INFORMATION

APPLICATION FOR PAYMENT (G702)

CERTIFICATE FOR PAYMENT (G702)

PROGRESS PAYMENT

SUBMITTALS

CHANGE IN SCOPE OF THE PROJECT

CONTRACTOR’S CLAIM

A claim or dispute is a demand seeking adjustment or interpretation of the Contract terms, Payment of money, extension of Time, or otherwise. It must be initiated in writing and within twenty-one (21) days after the occurrence of event or first recognition by claimant, whichever date is later. In all cases, CONTRACTOR shall continue the Work diligently and OWNER shall continue to make Payments. Decisions are initially provided by the ARCHITECT and can be appealed through Mediation or Arbitration.

CHANGE OF COLOR SCHEDULE

UNKNOWN UNDERGROUND CONDITIONS DISCOVERED

CONTRACTOR FAILS TO CORRECT THE WORK

APPLICATION FOR PAYMENT (G702)

CERTIFICATE FOR PAYMENT (G702)

PROGRESS PAYMENT

For this payment, the cost to correct the Work by the OWNER was deducted. The ARCHITECT has the right to nullify all or part of the previous Certificates of Payment to protect the OWNER against:

- Damages
- Defective work
- Claims by third parties
- CONTRACTOR’s failure to pay SUBCONTRACTORS
- The Work cannot be completed with the unpaid balance of the Contract or by the remaining Time.

ARCHITECT’S REQUIREMENTS

If the OWNER’s consent is required, the ARCHITECT must provide the OWNER with a written request for payment.

ARCHITECT’S INSTRUCTIONS

Used when the ARCHITECT recommends changes in the Work, resulting in an increase or decrease in the Contract Sum or Time.

SUBMISSIONS

This is a sum withheld from each Progress Payment to the CONTRACTOR (typically 10%). This payment does not constitute acceptance of any of the Work that is not in accordance with the Contract Documents.

RETAINAGE

CONTRACTOR must review, approve, stamp and submit Submittals to ARCHITECT for approval, but strictly to determine accordance with the Construction Documents. The CONTRACTOR’s stamp signifies that they will or have determined and verified materials and measurements, and has checked or coordinated the information contained. The ARCHITECT should not review Submittals that have not been stamped by the CONTRACTOR. A201 states that the CONTRACTOR is responsible for Errors and Omissions in Shop Drawings. The ARCHITECT must promptly review and approve or take appropriate action (Approve as Noted, Revise and Resubmit, or Not Approved). Submittals are not part of the Contract Documents.

TYPICAL SUBMITTAL TYPES:

1. Shop Drawings
   - Graphic representations of components and/or systems
   - Specific information: Charts, brochures, diagrams or instructions
   - 3. Samples
     - Physical representations of actual material, colors, texture, finish, etc.

ARCHITECT’S guide for reviewing the Application for Payment.

This is a request for payment made by the CONTRACTOR and submitted to the ARCHITECT ten (10) days prior to the Date of Payment established by the Schedule of Values. This request is for payment for portions of the Work completed, including material and equipment stored on and off site, if approved by the OWNER. Through an Application for Payment, the CONTRACTOR certifies that Work is in accordance with the Contract Documents.

This is a statement from the ARCHITECT to the OWNER verifying the amount due to the CONTRACTOR. This statement confirms that the Work has progressed according to the Schedule of Values. ARCHITECT will issue a Certificate for Payment within seven (7) days of receiving the Application for Payment, or notify CONTRACTOR and OWNER in writing of reasons for withholding certification in whole or in part. The issuance of the Certificate for Payment will constitute a representation by the ARCHITECT that the Work has progressed to the point indicated. It is not a representation by the ARCHITECT that they have:

1. Made exhaustive or continuous inspections to check quality or quantities
2. Reviewed construction means, methods, procedures, etc.
3. Reviewed requisitions to substantiate the CONTRACTOR’s right to payment
4. Made examination of how or for what purpose the CONTRACTOR has used previously paid money

This is a sum withheld from each Progress Payment to the CONTRACTOR (typically 10%). This payment does not constitute acceptance of any of the Work that is not in accordance with the Contract Documents.

This is a condition that serves a precedent to Arbitration. Awards from Mediations must be claimed within thirty (30) days of the resulting decision. The Work cannot be completed with the unpaid balance of the Contract or by the remaining Time.

MEDIATION OR ARBITRATION

This is a condition that serves a precedent to Arbitration. Awards from Mediations must be claimed within thirty (30) days of the resulting decision. Unlike with Arbitration, in which all three parties are empowered to solve the case, a Mediator has no authority to enforce a resolution, but is instrumental in empowering the opposing parties to resolve the issue themselves. This alternative, in theory, is faster, cheaper, and less adversarial than Arbitration.

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ARBITRATION

In this process, claims for both parties (OWNER v. ARCHITECT, OWNER v. CONTRACTOR) are submitted to a mutually accepted Arbitrator. The Arbitrator is an individual or a body that is knowledgeable about the construction industry who will hear arguments and witnesses, as well as review evidence, prior to rendering a decision. The award is final and enforceable in court, and not subject to appeal.

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4. Made examination of how or for what purpose the CONTRACTOR has used previously paid money

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ARCHITECT'S FIELD REPORT (G711)
The ARCHITECT makes observations of progress of the Work, not inspections.

MECHANIC'S LIEN CLAIM FILED
This is a legal claim made against the OWNER's property for outstanding payment for labor, materials, or services for that property. To satisfy the claim, an OWNER may be forced to sell the property. A clean title for the property cannot be obtained until the claim is settled. Mechanic's Liens can only be filed against non-governmental projects.

CHANGE ORDER (G701)
This is a written amendment to the Contract Documents to accommodate unforeseen conditions during construction. It is prepared and signed by the ARCHITECT, and signed by the OWNER and CONTRACTOR. It is an agreement to modify a portion of the Work and defines the impact on the Contract Sum and the Contract Time within the scope of the Project. The ARCHITECT does have the authority to order minor changes in the Work if there is no change in Contract Sum or Time. Any deficiencies in the Construction Documents will be remedied at the ARCHITECT's expense if the OWNER is able to prove negligence by the ARCHITECT.

CONSTRUCTION CHANGE DIRECTIVE (G714)
This is a written order prepared by the ARCHITECT, signed by the ARCHITECT and OWNER, directing a change in the Work. It is used when there is not total agreement between the OWNER and the CONTRACTOR concerning the change in the Contract Time and/or Sum, yet the modification needs to be implemented in a timely manner to avoid further delays in the Schedule. The CONTRACTOR is not required to sign the Construction Change Directive, but shall perform the Work. The ARCHITECT will initially suggest the adjustment to Contract Time and/or Sum based on an estimate of the value of the Work plus a reasonable allowance.

ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS (G710)
Used when the ARCHITECT orders minor changes in the Work that do not impact. Contract Sum or Time.

ARCHITECT'S FIELD REPORT (G711)
The ARCHITECT informs the CONTRACTOR about an unsafe site condition. The CONTRACTOR must ensure site safety.

ACCIDENT: WORKERS INJURED
CONTRACTOR(s) are responsible for safety of the employees, damage to the Work itself, and damage to any adjacent properties. Typically a SUPERINTENDENT name by the CONTRACTOR is responsible for construction site safety. Worker's compensation insurance covers injuries, and the insuring company may seek to recover money from the ARCHITECT through Subrogation.

MEASURE OF PROTECTION AGAINST LIENS (A201)
1. Retainage
   Serves as funds to pay claimant to prevent lien filing
2. Performance Bond and Payment Bond (A312)
   Protects the OWNER against claims by SUBCONTRACTOR(s) or suppliers who have not been paid by CONTRACTOR
3. Affidavit and Release from Liens
   Submitted to OWNER from CONTRACTOR before Final Payment

PROPOSAL REQUEST (G709)
The ARCHITECT is obligated to notify the OWNER that an Additional Service(s) will be performed. The OWNER must give prompt notice if the service is not desired. If no notice is received, the ARCHITECT can proceed with the Additional Service(s) for which the OWNER is obligated to pay.

CONTRACTOR CLAIM
Per A201, Before entering Mediation, Arbitration, or Litigation, the OWNER and CONTRACTOR initially consult the ARCHITECT, as the Initial Decision Maker (unless another party is appointed as such), concerning Claims and Disputes. The ARCHITECT shall interpret these matters impartially and hold consistent with the Contract Documents, and is the final authority in matters regarding aesthetics. The ARCHITECT will review Claims and within ten (10) days of receipt of the Claim and take one or more of the following actions:
1. Request additional supporting data from the claimant or a response with supporting data from the other party
2. Reject the Claim in whole or in part
3. Approve the Claim
4. Suggest a compromise
5. Advise parties that the ARCHITECT cannot resolve the Claim

Either party may, within thirty (30) days of receipt of an Initial Decision, demand in writing that the other party file for Mediation. If such a demand is made and the receiving party fails to file for mediation within thirty (30) days of receiving the demand, both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

ARCHITECT'S FIELD REPORT (G711)
The ARCHITECT will visit the site at intervals appropriate to the stage of the CONTRACTOR'S operation for the following purposes:
1. To become generally familiar with and keep the OWNER informed about the progress and quality of the Work.
2. To protect the owner against defects
3. To determine if the Work is generally (without exhaustive inspections) in accordance with the Contract Documents.

CONTRACTOR MUST UNCOVER THE WORK
Portion of the Work is covered, it must, if required in writing by the ARCHITECT, be uncovered for the ARCHITECT'S examination at the CONTRACTOR'S expense without a change in the Contract Time. If a portion of the Work is covered and the ARCHITECT has not specifically requested to examine that portion before it is covered, the ARCHITECT may request its examination. If the Work in question is in accordance with the Contract Documents, the Cost covering shall be at OWNER'S expense through a Change Order(s). If the Work is not in accordance, the COST shall be at the CONTRACTOR'S expense.

ARCHITECT’S REQUEST FOR TESTING
The ARCHITECT suspects that a portion of the Work has not been done in accordance with the Contract Documents, testing can be requested with the OWNER'S consent. If tests or inspections show that the work is in accordance with the Contract Documents, the cost of such testing and/or repair will be the OWNER'S expense. If the Work is not in accordance, the Cost shall be at the CONTRACTOR’S expense.

OWNER STOPS THE WORK
Per A201, If the CONTRACTOR defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten (10) day period after receipt of notice to commence and correct such default or neglect, the OWNER can, with prior approval of the ARCHITECT, issue a Change Order to the CONTRACTOR.

The ARCHITECT makes observations of progress of the Work, not inspections.

CONSTRUCTION TIME
Includes Project TIME, Change Orders, and/or any extensions of TIME due to the OWNER or CONTRACTOR.

SUBROGATION
A201 2017 Section 11.3 contains a Waiver of Subrogation clause which precludes the parties from seeking to recover any money from each other for any losses already covered by property insurance.

ARCHITECT’S SUPPLEMENTAL PERMITS AND FEES PAID BY CONTRACTOR

MEPRO

DISPUTE RESOLUTION

CHALLENGE THE ARCHITECT’S DECISION

PERMITS AND FEES PAID BY CONTRACTOR

RETURN TO SITE SAFETY

SUMMARY OF CHANGES

CHANGE ORDER (G701)

LAW AND ORDER

HOW TO COMPLY WITH SUBROGATION

CLAIMS AND DISPUTES

COMMENTS AND QUESTIONS

ARCHITECT’S FIELD REPORT (G711)

CONTRACTOR’S FIELD REPORT (G711)

ARCHITECT’S SUPPLEMENTAL INSTRUCTIONS (G710)

ARCHITECT’S FIELD REPORT (G711)

CONSTRUCTION CHANGE DIRECTIVE (G714)
**Claims by third parties**

- CONTRACTOR's failure to pay SUBCONTRACTORS
- The Work cannot be completed with the unpaid balance of the Cost or within the remaining Time
- CONTRACTOR's failure to comply with the Contract

However, if the ARCHITECT does not issue a Certificate of Payment within seven (7) days, or the OWNER does not pay within seven (7) days of its issuance, the CONTRACTOR may, upon seven (7) day's written notice, stop the Work until payment has been received. The Contract Sum and Time must then be extended by a Change Order.

**APPLICATION FOR PAYMENT (G702)**

**CERTIFICATE FOR PAYMENT (G702)**

**PROGRESS PAYMENT**

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**WARRANTIES AND GUARANTEES**

If, within one (1) year after Substantial Completion, any of the Work is found to be not in accordance with Contract Documents, the CONTRACTOR, without additional compensation, shall correct it promptly.

**FINAL PAYMENT**

A201 states that Final Payment constitutes a waiver of all claims by the OWNER except those arising from:

1. Liens, claims, security interests or encumbrances arising out of the Contract and unsettled
2. Work not in accordance with Contract Documents
3. Terms of any special Warranties required by Contract Documents
CONTRACTOR’S REQUEST FOR SUBSTANTIAL COMPLETION (G704)
The CONTRACTOR shall initially propose that a Project is Substantially Complete, which signifies that the OWNER can occupy or use the Project for its intended purpose. The ARCHITECT is to determine the Date of Substantial Completion, at which time the Warranty Period(s) begin. In cases with separate prime contracts or phases of construction, there may be more than one Date of Substantial Completion and therefore more than one Warranty Period. The CONTRACTOR prepares a list of items to be corrected and/or completed and submits it to the ARCHITECT. This is known as a Punch List.

PUNCH LIST
This list is not definitive and does not have legal consequences if an item is omitted. Typically, the list is revised and completed by the ARCHITECT, through a visit for Inspection, with items added as needed for accordance with the Contract Documents. Upon completion of these items, the ARCHITECT shall prepare a Certificate of Substantial Completion.

PARTIAL OCCUPATION BY THE OWNER
The OWNER may occupy all or part of an unfinished Project, provided that:
1. The OWNER has the consent of the issuer of the Property Insurance
2. The OWNER has received a Certificate of Occupancy from the local building authorities
3. The OWNER and CONTRACTOR have agreed, in writing, to their responsibilities regarding payments, maintenance, heat, utilities, etc., as well as a one (1) year correction period and the commencement of Warranties

CERTIFICATE OF SUBSTANTIAL COMPLETION (G704)
The OWNER, CONTRACTOR, and ARCHITECT must sign this certificate. Here the Date of Substantial Completion is established, along with the time frame by which the CONTRACTOR must perform the Work described in the Punch List. The Certificate of Substantial Completion also states the responsibilities of both the OWNER and CONTRACTOR, since the CONTRACTOR must continue with the Work in the occupied Project. The issuer of the Property Insurance must be notified prior to the occupancy. Typically, the Date of Substantial Completion is the date used for the Certificate of Occupancy. Warranties also typically become active on this date. The Final Application for Payment (G702) is processed and the CONTRACTOR is due the remainder of the Contract Sum, less the value of the unfinished Work.

FINAL INSPECTION
A201, the ARCHITECT is typically required to make only two (2) on-site Inspections of the Work. The first is to determine the Date of Substantial Completion, and the second is to determine Final Completion. The ARCHITECT has the authority to reject the Work if it does not conform to Contract Documents. If required, the ARCHITECT has the authority to require additional Inspections.

CONTRACTOR’S TESTAMENTS TO COMPLETION
Prior to receiving the Final Payment, the CONTRACTOR must provide:
1. Contractor’s Affidavit of Payment of Debts and Claims (G706)
2. Contractor’s Affidavit of Release of Liens (G706A)
3. Consent of Surety to Final Payment (G707)
4. Certificate of Continuing Insurance (providing at least thirty (30) days’ prior notice of cancellation of policy to OWNER)
5. Testament that insurance is renewable

PROJECT ACCEPTANCE
This is a procedure to close out the project, more administrative than contractual, described in Specifications under Division 01: General Requirements.

The CONTRACTOR is typically responsible for:
1. Submission or Record Drawings and Specifications, maintenance manuals, Warranties, and other record information
2. Delivery of tools, spare parts, and extra stock of materials.
3. Removal of temporary facilities
4. Start-up testing of equipment, as well as training of OWNER’S operating and maintenance personnel
5. Final touch-ups, repairs, and cleaning

PROJECT CLOSE-OUT
1 YEAR

PROJECT ACCEPTANCE
1 YEAR POST-COMPLETION