

SUBJECT: Owner's Substantial Completion, and Final Completion and Close-out Procedure	Effective Date: 11/17/20	Procedure Number: FS 2016 FS0021	
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	Responsible Authority: Associate Vice President, Administration and Finance (Facilities & Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all F&S construction projects.

PROCEDURE STATEMENT:

The "Owner's Substantial Completion" (OSC) and "Final Completion and Close-out" (FCCO) processes in eBuilder are used to confirm that all appropriate actions have been completed and documents have been provided to UCF in order for a project to achieve Owner's Substantial and/or Final Completion. The BCO will determine if a CO or CC is required for each project at the time that a building permit is issued for the project.

DEFINITIONS:

Certificate of Completion (CC). A document issued by the Building Code Official (BCO) stating that the project meets Florida Building Code compliance. This is generally used for small projects without a change in occupancy. The BCO will determine if a CO or CC is required for each project at the time that a building permit is issued for the project.

Certificate of Occupancy (CO). A document issued by the BCO stating that the Owner can occupy a space. This is generally used for large projects with a change in occupancy.

Final Completion (FC). A project milestone indicating that the Owner deems the project to be complete. Items required to achieve Final Completion are defined in the contract, and set forth in eBuilder.

Owner's Substantial Completion (OSC). A project milestone indicating that the Owner deems the project to be substantially complete for warranty purposes and retainage reduction. Items required to achieve Owner's Substantial Completion are defined in the construction contract, and set forth in eBuilder.

Owner's Substantial Completion & Final Completion and Close-Out Checklist (OSC & FCCO Checklist). A template that the PM modifies based on the project's scope and provides to the contractor during the project kick-off meeting. This list specifies which documents are required to be submitted for OSC and/or FCCO.

Substantial Completion (SC). A project milestone indicating that the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents, so that the Owner can occupy or utilize the Work for its intended use. The milestone is reached once the Architect issues a Certificate of Substantial Completion.

Temporary Certificate of Occupancy (TCO). A temporary certificate issued by the BCO stating that the Owner can occupy a project, based on specific conditions, which cannot include any outstanding life safety items. The issuance of a TCO requires a zero-cost change order that must be approved by the Associate Vice President for Administration and Finance (Facilities & Safety).

PROCEDURES:

I. Contractor:

1. Upon completion of permitted work, the Contractor will request a CO or CC from the BCO.
2. If all permitted work is not completed, the contractor may apply for a TCO, with the concurrence of the PM. However, a TCO will only be granted under extreme circumstances. The Contractor will submit a zero-cost change order and include at a minimum:
 - a. A list of permitted work remaining with schedule dates for completion of each outstanding item.
 - b. A list of incomplete items from the OSC & FCCO Checklist and contractual completion dates.
 - c. Monthly utility costs and a plan for how costs will be paid or shared. Note: Coordination with UCF Utilities & Energy Services (UES) is required.
 - d. An energy statement noting the energy use expected performance versus optimum performance and the expected date for achieving optimum performance.
 - e. Training status, including training completed, with dates, and a training schedule for pending training.
 - f. A written notice from the Contractor accepting all responsibility to repair and maintenance of systems until the systems are performing optimally and training is completed.

II. Architect/Engineer/UES:

1. Upon completion of permitted work, the A/E will submit approval of the preliminary commissioning report to UES.
2. UES will submit the approval letter to the PM and the BCO.
3. If UES is the commissioning agency, then UES will create and submit the approval letter to the PM and the BCO.

III. Owner's Substantial Completion:

1. The Contractor will collect the required information throughout the project and upload the information to the eBuilder OSC process, using the proper filenames for each document.
2. The PM will hold a construction close-out meeting to discuss and document readiness for OSC. An agenda, attendance sheet, and meeting minutes will be added to the project documentation.
2. The PM will use the OSC & FCCO Checklist to ensure that all actions related to this project milestone have been documented and completed. The PM will communicate to the Contractor which Checklist items are still required.
3. The PM will invite representatives from FP&C, UES, FO, EH&S, LNR, UCF IT, Office of Instructional Resources, the A/E, and the UCF end user to develop the project's punch list. These groups do not all have to be at the same walk-through, but must have the opportunity to contribute to the punch list in the time frame provided by the PM. The PM will maintain the punch list and status.
4. When all requirements of the OSC process have been uploaded, the PM will move the process forward for quality review and approvals. The F&S directors will review and either "Approve" or "Revise to PM". If a director selects "Revise to PM", such director will advise the PM on what is required for approval to be granted. Once all directors approve, the PM will then seek approval from the Associate Vice President for Administration and Finance (F&S).

IV. Final Completion:

1. The PM will use the OSC & FCCO Checklist to ensure that all actions related to the project milestone have been completed, and will communicate to the Contractor if any Checklist items are still required.
2. The Contractor will collect the required information throughout the project and upload this information to the eBuilder FCCO process, using the proper filenames for each document.
5. When all requirements of the eBuilder FCCO process have been uploaded, the PM will move the process forward for quality review and approvals. The F&S directors will

review and either “Approve” or “Revise to PM”. If “Revise to PM,” the director will advise the PM on what is required for approval to be granted.

3. The PM will coordinate final paperwork with the F&S Business Office in order to close out the project. This includes collection of all copies of lien waivers/releases from all subcontractors, and any other close-out requirements contained in the construction contract.
4. The Contractor will submit a Potential Change Order to the PM to reconcile project accounting.
5. Concurrently with approving the FCCO process, the PM will inform the Contractor of such approval, and request the Contractor’s payment application for final project retainage. The final payment application must be submitted within 30 days of this request.

RELATED DOCUMENTS:

American Institute of Architects (AIA), Section A.9.8.1: www.aia.org

OSC & FCCO Checklist:

https://fp.ucf.edu/wp-content/uploads/forms/Completion%20Forms/FPC%20Close-out%20Document%20Checklist_FINAL.xlsx

Approved By:	Date Approved:
<i>Duane Siemen</i>	11/30/2020
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Duane Siemen Interim Associate Vice President Administration and Finance Facilities and Safety	