

SUBJECT: Substantial and Final Completion	Effective Date: 8/29/18	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 projects requiring a Certificate of Occupancy (CO), as determined by the UCF Building Code Official (BCO). This procedure does NOT apply to projects requiring a Certificate of Completion (CC).

PROCEDURE STATEMENT:

UCF Project Managers (PMs) shall use checklists and approval forms to confirm that all appropriate actions have been completed and documents have been provided to UCF prior to a project receiving Substantial or Final Completion status.

DEFINITIONS:

Certificate of Completion (CC): A Certificate issued by the BCO stating that the project meets Florida Building Code compliance. This is generally used for small projects without a change in occupancy. The BCO shall determine if a CO or CC is required for each project at the time that a building permit is issued for the project. This procedure does NOT apply to projects requiring a Certificate of Completion.

Certificate of Occupancy (CO): A Certificate issued by the BCO stating that the Owner can occupy a project. This is generally used for large projects with a change in occupancy. The BCO shall determine if a CO or CC is required for each project at the time that a building permit is issued for the project.

Final Completion: As defined in the contract.

Substantial Completion: As defined in the contract.

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). TCOs will only be granted under extreme circumstances.

PROCEDURES:

Substantial Completion:

1. The UCF PM shall hold a construction close-out meeting to discuss and document readiness for substantial completion. An agenda, attendance sheet, and meeting minutes will be added to the project documentation.
2. The UCF PM shall use the Substantial Completion Checklist to ensure that all actions related to this project milestone have been documented and completed.
3. The UCF PM shall collect the required information in a packet throughout the project and check off items as they are completed.
4. The UCF PM shall hold a meeting with the Contractor prior to Substantial Completion (occupancy) to review and discuss the required documentation. The UCF PM shall remind the Contractor that all documentation must be provided in the format and quantities cited in the contract, as well as in electronic format (Word, Excel, pdf, rvt, etc.)
5. The UCF PM shall invite representatives from Facilities Planning and Construction, Utilities and Energy Services, Facilities Operations, Environmental Health and Safety, Landscape and Natural Resources, Quality Management and Improvement, Computer Services and Technology, Office of Instructional Resources, the Architect of Record, and the UCF end user to develop the building's punch list. These groups do not all have to be at the same walk-through, but do have to have the opportunity to contribute to the punch list in the time frame provided by the UCF PM. The UCF PM maintains the punch list and status.
6. When all requirements on the checklist have been completed, the UCF PM shall obtain the approvals listed on the Substantial Completion Approval Form. The Facilities and Safety (F&S) directors shall check "Approved" or "Disapproved" on the Substantial Completion Approval form. If disapproved, the director must explain the additional information needed from the UCF PM to grant approval.
7. Upon obtaining all approvals, the UCF PM shall inform the Contractor that he or she may apply for a Certificate of Occupancy from the UCF Building Code Office.
8. If all items on the Substantial Completion Checklist are not complete, the Contractor may apply for a Temporary Certificate of Occupancy. The Contractor will submit a zero cost change order and include at a minimum:

- a. A list of incomplete Substantial Completion Checklist items and contractual completion dates.
 - b. Monthly utility costs and a plan for how costs will be paid or shared. Note: coordination with UCF UES may be required.
 - c. An energy statement noting the energy use expected performance versus optimum performance and the expected date for achieving optimum performance.
 - d. Training status, including training completed, with dates, and a training schedule for pending training.
 - e. An agreement by the Contractor to accept all responsibility to repair of systems until the systems are performing optimally and training is completed.
9. The UCF PM will attach the TCO and zero cost change order to the Substantial Completion Checklist for projects where a TCO is requested.
 10. The UCF PM shall obtain Substantial Completion approvals and the approval of the Associate Vice President for Administration and Finance (Facilities and Safety). A TCO shall only be granted under extreme circumstances.
 11. The UCF PM shall retain the completed Substantial Completion Checklist Form, the Substantial Completion Approval Form, and all supporting documentation in the project files.

Final Completion:

1. The UCF PM shall use the Final Completion Checklist to ensure that all actions related to this project milestone have been completed. The PM will add the zero cost change order actions to the Final Completion Checklist for projects that received a TCO before receiving CO.
2. The UCF PM shall collect the required information in a packet throughout the project and check off items as they are completed.
3. The UCF PM shall hold a meeting with the Contractor prior to Final Completion to review and discuss the required documentation. The UCF PM shall remind the Contractor that all documentation must be provided in the format and quantities cited in the contract, as well as in electronic format (Word, Excel, pdf, rvt, etc.)
4. When all requirements on the checklist have been completed, the UCF PM shall obtain approvals listed on the Final Completion Approval Form. The F&S directors shall check "Approved" or "Disapproved." If disapproved, the director must explain the additional information needed from the UCF PM to grant approval.
5. The UCF PM shall 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 contracted close-out requirements.
6. The Contractor shall submit a deductive change order to the UCF PM to reconcile project accounting.

7. The UCF PM shall inform the Contractor that Final Completion has been approved and the Contractor is permitted to invoice for final project retainage. The Final Payment Application must be submitted within 30 days of Final Completion Approval, or as defined in the construction contract.
8. The UCF PM shall retain the Final Completion Checklist Form, the Final Completion Approval Form, and all supporting documentation in the project files.

RELATED DOCUMENTS:

Substantial Completion Checklist:

<http://fp.ucf.edu/sites/default/files/forms/Substantial%20Completion%20Checklist.pdf>

Substantial Completion Approval Form:

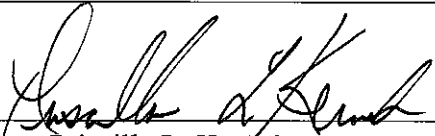
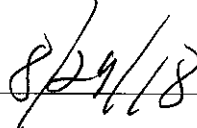
<http://fp.ucf.edu/sites/default/files/forms/Substantial%20Completion%20Approval%20Form.pdf>

Final Completion Checklist:

<http://fp.ucf.edu/sites/default/files/forms/Final%20Completion%20Checklist.pdf>

Final Completion Approval Form:

<http://fp.ucf.edu/sites/default/files/forms/Final%20Completion%20Approval%20Form.pdf>

Approved By:	Date Approved:
 <hr/> Priscilla L. Kerhek Associate Vice President Administration and Finance Facilities and Safety	 <hr/> 8/29/18