

## **5. HANDING OVER AND START-UP PHASE**

### **5.1. Closing – out and handing over**

#### **5.1.1. Contractor notifies the termination of construction works**

##### **FINAL INSPECTION**

As part of the quality control and inspection function, the construction manager will ensure that prior to the contractor's leaving the jobsite and prior to final payment all work will be completed, all previously observed deficiencies will be corrected, and no outstanding work items will remain. The construction manager along with the architect / engineer will make a full inspection of the site and prepare a detailed report, commonly described as the punch list. Upon completion of all the items on the punch list, the contract construction work is considerable complete.

Prior to final acceptance, the construction manager must obtain the following from the contractor:

- Guarantees.
- Operating manuals and instructions.
- Maintenance stock items, spare parts, special tools.
- Completed record drawings.
- Certificates of inspection and acceptance by local government agencies.
- Release of all liens.

This will be followed by acceptance of the work by the owner and preparation of the final project report and the final project accounting by the construction manager.