

College Operating Procedures (COP)



FSW Procedure Title: Substantial Completion of Projects
Procedure Number: 07-0719
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 1001.65
Florida Administrative Code 6A-14.0261, State Requirement for Educational Facility (SREF)

Procedure Actions: Adopted: 06/09/09; 07/01/09

Purpose Statement: Substantial completion of projects shall be documented in accordance to the project contract and State Requirements for Educational Facilities. Substantial completion is achieved once the facility is acceptable and ready for its intended use.

Guidelines:

Substantial completion of projects shall be documented in accordance to the project contract and State Requirements for Educational Facilities. Substantial completion is achieved once the facility is acceptable and ready for its intended use.

Procedures:

- I. The contractor shall declare substantial completion when the facility is ready for its intended use. The architect or engineer of record, Project Manager or Project Supervisor and the Director will review and recommend approval of substantial completion based on the following:
 - A. Project state of completion
 - B. Contractor's, architect's, engineers', owner's punch lists
 - C. UBCI inspection and procedures for occupancy that include but are not limited to life safety
 - D. Design professionals occurrence
 - E. Building equipment functionality
 - F. Other issues as appropriate
 - G. Submit final draft budget to Administration

- II. Once substantial completion has been approved, certificate of occupancy may be issued.