



# AIA<sup>®</sup> Document G704<sup>™</sup> – 2000

## Certificate of Substantial Completion

**PROJECT:**  
*(Name and address)*  
Tupelo High School Cafeteria  
Additions & Renovations

**PROJECT NUMBER:** 12094.00/  
**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** April 26, 2013

**OWNER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO OWNER:**  
*(Name and address)*  
Tupelo Public School District  
72 South Green Street  
Tupelo, MS 38804

**TO CONTRACTOR:**  
*(Name and address)*  
Century Construction & Realty, Inc.  
705 Robert E. Lee Drive  
PO Box 1366-38802  
Tupelo, MS 38804

**PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:**

The entire project is deemed Substantially Complete as of July 31, 2013.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

**Warranty**

As per Contract Documents, warranties begin at the date of Substantial Completion. See Section 00 22 13, Article 1.2.1.6

**Date of Commencement**

July 31, 2013

JBHM Architects, P.A.

ARCHITECT

BY

August 5, 2013

DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

**Cost estimate of Work that is incomplete or defective:** \$18,675.00

The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Century Construction & Realty, Inc.

CONTRACTOR

BY

DATE

8-7-13

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 4:00 pm (time) on July 31, 2013 (date).

Tupelo Public School District

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)*

The Owner shall assume responsibility for security, maintenance, heating/AC, utilities, and damage to this portion of the work by Owner's personnel and insurance on July 31, 2013 at 4:00 pm. Contractor shall coordinate and assist in transfer of utilities to Owner.



# ARCHITECTS OBSERVATION REPORT

P.O. Box 1643 Tupelo, MS 38802

662.844.1822 fax 662.844.0971

**Project:** Tupelo High School Cafeteria Addition & Renovations **PN: 12094.00**  
**Date/Time:** Wednesday, July 31, 2013 / 2:00 pm  
**Weather:** Sunny 88°  
**Owner:** Tupelo Public School District, 72 South Green Street, Tupelo, MS 38804  
**Contractor:** Century Construction, 705 Robert E. Lee, Tupelo, MS 38804  
**Present:** Julie Hinds – Tupelo Public School District; Larry Eaves – Century Construction; Brandon Bishop, AIA – JBHM Architects

The purpose of this observation is to determine if the project is substantially complete and make a punch list if needed. Punch list follows:

### Exterior:

1. \_\_\_\_\_ Clean up all debris.
2. \_\_\_\_\_ Adjust site irrigation sprinkler heads.
3. \_\_\_\_\_ Chain link fence to be finished.
4. \_\_\_\_\_ Complete seeding straw on all disturbed areas.
5. \_\_\_\_\_ Pick up rocks and other debris.
6. \_\_\_\_\_ Rake out dirt at fire sprinkler entry to building and mulch with pine needles.
7. \_\_\_\_\_ Where fire sprinkler riser goes into building, caulk seal around cap.
8. \_\_\_\_\_ Finish painting base of new exterior concrete columns.
9. \_\_\_\_\_ Connect power to the irrigation controls. Contractor is to coordinate power for the control box at J Building.
10. \_\_\_\_\_ Clean up any excess concrete on the site.
11. \_\_\_\_\_ Power wash sidewalks and parking lot at J where dirt from disturbed areas has run off.
12. \_\_\_\_\_ Clean exterior aluminum joints at exterior stucco wall system.
13. \_\_\_\_\_ Check and clean caulk sealant around all aluminum storefront.
14. \_\_\_\_\_ Check sub-sills to ensure they are clear of caulk and debris.
15. \_\_\_\_\_ Clean all storefront.
16. \_\_\_\_\_ Clean all glazing.
17. \_\_\_\_\_ Clean up caulk between storefront and exterior walls.
18. \_\_\_\_\_ Level out sealant at concrete threshold at east entry door.
19. \_\_\_\_\_ Coordinate with Owner and purchase/install proper door cylinders at Cafeteria.
20. \_\_\_\_\_ Install the remainder of exterior glazing.
21. \_\_\_\_\_ Ensure that sealant around storefront extends full height and completely around storefront.
22. \_\_\_\_\_ Straighten all storefront gaskets.
23. \_\_\_\_\_ Clean metal soffit and trim. Remove any excess stucco and/or paint off of metal soffit panels and trim.
24. \_\_\_\_\_ Seed disturbed areas between HVAC unit, duct chase, and existing building.
25. \_\_\_\_\_ Clean underside of canopy.
26. \_\_\_\_\_ Saw cut a 45 control joint line between front steps and window pane cut joints.

## Interior

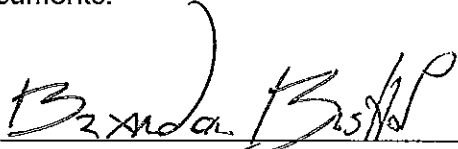
1. \_\_\_\_\_ Clean black ceiling tile grid.
2. \_\_\_\_\_ Remove silver screw head from black ceiling tile panel grid in the northwest corner of the ceiling in the new Cafeteria.
3. \_\_\_\_\_ Clean all aluminum trim between stucco walls.
4. \_\_\_\_\_ There are some unacceptable pieces of trim at the west full wall on the inside of the building between the stucco panels. Any short pieces of trim need to be cleaned and joints tightened up.
5. \_\_\_\_\_ Interior stucco west wall aluminum grid appears to be missing above the HVAC duct. It should run to the ceiling.
6. \_\_\_\_\_ Ensure fingerprints are cleaned from western interior stucco wall.
7. \_\_\_\_\_ Clean brick and mortar above new 16' opening where brick was replaced for temporary structural supports.
8. \_\_\_\_\_ Clean the floor.
9. \_\_\_\_\_ Clean up all caulk at existing opening metal trim.
10. \_\_\_\_\_ Ensure all areas needing caulk are filled in.
11. \_\_\_\_\_ Clean off grout from wall brick, especially in areas where it is up to the second brick.
12. \_\_\_\_\_ Check all grout between old exterior brick walls and floor tile. Fill in where there are gaps between wall and floor.
13. \_\_\_\_\_ All caulk needs to match between flat metal trim and existing brick wall. It all needs to be painted gray or it all should be kept white.
14. \_\_\_\_\_ Clean gray paint from existing brick wall at interior storefront window on eastern side of the building.
15. \_\_\_\_\_ Check and straighten all storefront gaskets. Clean all access caulk from storefront and glass. Clean all storefront. Clean all glass.
16. \_\_\_\_\_ Clean corrugated wall panel on eastern interior side of the building. It is dusty and dirty.
17. \_\_\_\_\_ All trim pieces at the power socket L2G8 and the light switch H1G14 on eastern interior side of the building need to be the same size and flush against each other.
18. \_\_\_\_\_ Check for roof leaks and repair roof leaks. Replace any and all ceiling tiles that show water damage from roof leak.
19. \_\_\_\_\_ Check for paper on all ceiling tile.
20. \_\_\_\_\_ Check and clean all new ceiling tile and ceiling tile grid in existing Cafeteria Dining Rooms.
21. \_\_\_\_\_ Check all lights. Replace any bulbs as needed.
22. \_\_\_\_\_ Remove screws that were painted over on the existing CMU block wall between the new and old spaces. Repaint.
23. \_\_\_\_\_ Remove white screw from ceiling grid at the corner of the northeast side of the existing building.
24. \_\_\_\_\_ Clean tile and grout at new serving line.
25. \_\_\_\_\_ Check all grout joints and fill in where needed at white wall facing Cafeteria at new serving line.
26. \_\_\_\_\_ Clean tile and grout in dishwashing room.
27. \_\_\_\_\_ Clean ceiling tile and grid in the fire riser room in the back of the building.
28. \_\_\_\_\_ Structural columns at serving line side of inside wall at new opening for new serving line needs to be painted white to match the wall.
29. \_\_\_\_\_ Insulate the wall where the fire riser comes into the building. Re-flash and re-caulk as necessary.
30. \_\_\_\_\_ Cap hole at existing dryer vent.
31. \_\_\_\_\_ The trim at the pipe in the dish washing room at the hose reel needs to be mounted flush against the wall.
32. \_\_\_\_\_ General cleaning is needed on the roof. Rags and other debris must be removed.

- 33. \_\_\_\_\_ Roof drain caps are unacceptable. Properly secure roof drain caps to roof structure.
- 34. \_\_\_\_\_ Hose reel to be moved to the right hand side of tray wash to be usable with dirty dishes.
- 35. \_\_\_\_\_ Weld on end cap at dirty side of tray wash table.
- 36. \_\_\_\_\_ Check that vent-a-hood and fan are functioning properly at exhaust of tray wash.
- 37. \_\_\_\_\_ Touch up paint on flat metal trim at openings between old cafeteria and the new addition where gray paint is flaking off or has rough texture.

**This project may be considered substantially complete as of 4:00 pm on July 31, 2013.**

The Owner shall assume responsibility for security, maintenance, heating/AC, utilities, and damage to this portion of the work by Owner's personnel and insurance on July 31, 2013 at 4:00 pm.

Contractor should prepare and submit all close out documents for Architect's review as required in the Contract Documents.

By:   
Brandon Bishop, AIA

pc: Julie Hinds-TPSD; Joe Legge-Corbett Legge; Clay Evans-Century Construction; JBHM #12094.00.08.06