


# **AIA** Document G704™ – 2017

## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> 14073.00 THS Safe Room FEMA #1604-0527	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: August 10, 2017	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 001  Date: June 21, 2019
<b>OWNER:</b> <i>(name and address)</i> Tupelo Public School District 72 South Green Street Tupelo, MS 38804	<b>ARCHITECT:</b> <i>(name and address)</i> JBHM Architects, P.A. 105 Court Street Tupelo, MS 38804	<b>CONTRACTOR:</b> <i>(name and address)</i> Murphy & Sons 9148 Corporate Avenue Southaven, MS 38671

The Work identified below 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 below is the date established by this Certificate.  
*(Identify the Work, or portion thereof, that is substantially complete.)*

The project was deemed Substantially Complete June 11, 2019.

JBHM Architects, P.A.		William M. Lewis, Principal	June 11, 2019
<b>ARCHITECT</b> <i>(Firm Name)</i>	<b>SIGNATURE</b>	<b>PRINTED NAME AND TITLE</b>	<b>DATE OF SUBSTANTIAL COMPLETION</b>

**WARRANTIES**

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:  
*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

Date of Final Completion per Article 9.8.4 Supplementary Conditions.

**WORK TO BE COMPLETED OR CORRECTED**

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:  
*(Identify the list of Work to be completed or corrected.)*

Please see attached JBHM Architects punch list.  
 Please see attached HNA Engineering punch list.

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, whichever occurs first. 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.

Cost estimate of Work to be completed or corrected: \$76,957.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:  
*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

Upon the completion of the transfer of insurance from Contractor to Owner, Owner shall assume responsibility of security, maintenance, heat, air conditioning, utilities, damage to Work by Owner's personnel. Contractor shall maintain all project insurance as described in article 11.3.1 of the General Conditions and Supplementary General Conditions of the Contract until Tuesday, June 25 at 12:00 a.m. (midnight). Contractor shall coordinate and assist in transfer of utilities to Owner.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Murphy & Sons CONTRACTOR (Firm Name) Tupelo Public School District OWNER (Firm Name)	_____ SIGNATURE	David Murphy, President PRINTED NAME AND TITLE	_____ DATE
	_____ SIGNATURE	Robert Picou, Superintendent PRINTED NAME AND TITLE	_____ DATE

## ARCHITECTS OBSERVATION REPORT

JBHM Architects, P.A. • 105 Court Street, Tupelo MS 38804 • Phone 662 844 1822 • Fax 662 844 0971

**Project:** Tupelo High School FEMA 361 Safe Room **PN:** 14073.00  
**Date/Time:** June 14, 2019 / 3:30 pm  
**Weather:** Sunny  
**Owner:** Tupelo Public School District, 72 South Green Street, Tupelo, MS 38804  
**Contractor:** Murphy and Sons, 9148 Corporate Ave., Southaven, MS 38671  
**Present:** Will Lewis, 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:

### Building Exterior

1. \_\_\_\_\_ Trim and caulk top of storefront at entry
2. \_\_\_\_\_ Complete site cleanup

### Building Interior

1. \_\_\_\_\_ Touch up painting throughout
  2. \_\_\_\_\_ Clean and seal concrete floors
  3. \_\_\_\_\_ Clean all areas of the building
  4. \_\_\_\_\_ Install numbers on seats
  5. \_\_\_\_\_ Install steps at the bottom of the home bleachers
  6. \_\_\_\_\_ Add trim around floor boxes at sides of the basketball court
1. \_\_\_\_\_ Hang sliding doors at all four stair locations

### Corridor 118

1. \_\_\_\_\_ Repair sheet rock damage north west end of corridor

### Room 114 Tape Room

1. \_\_\_\_\_ Prep a floor drain and water supply for ice maker



**Room 116 Coaches Office**

1. \_\_\_\_\_ Touch up paint
2. \_\_\_\_\_ Replace directional vent blade on Daikin HVAC Unit

**Room 122 Boy's Restroom**

1. \_\_\_\_\_ Trim toilet partition top bracket
2. \_\_\_\_\_ Clean and replace filters in all cartridge HVAC units

**Room 125 Weight Room**

1. \_\_\_\_\_ Paint sprinkler pipe
2. \_\_\_\_\_ Clean and replace filters in all cartridge HVAC units

**Room 126**

1. \_\_\_\_\_ Replace damaged ceiling tile

**Stairs**

1. \_\_\_\_\_ Caulk and paint connection between CMU walls and steel stairs stringers
2. \_\_\_\_\_ Paint exposed conduit under stair landing

**Room 132 Women's Restroom**

1. \_\_\_\_\_ Adjust toilet partition latch strike in handicap toilet

**Room 138 Restroom**

1. \_\_\_\_\_ Paint access panel in ceiling

**Room 139 Tape Room**

1. \_\_\_\_\_ Replace ceiling panel at sprinkler head
2. \_\_\_\_\_ Paint exhaust duct
3. \_\_\_\_\_ Touch up walls
4. \_\_\_\_\_ Prep floor drain and water supply for icemaker



**Room 201 Men's Restroom**

1. \_\_\_\_\_ Install doorstop

**Room 202 Concessions**

1. \_\_\_\_\_ Repair sheet rock next to fire extinguisher

**Room 205 Hospitality**

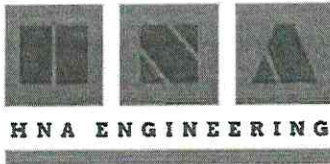
1. \_\_\_\_\_ Install glass in window
2. \_\_\_\_\_ Touch up paint and caulk around receptacle

**General**

1. \_\_\_\_\_ Install glass in control booth

By:   
Will Lewis, Principal





**Project:** Tupelo High School Saferoom  
**Owner:** Tupelo Public School District  
**Architect:** JBHM Architects, PA  
**HNA Project Number:** 15083  
**Date:** 6/18/2019 – 1:00 pm  
**Attendees:** Dillon Nix  
**Weather:** 85 degrees, sunny

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### Punch List Items

#### **Mechanical:**

1. Clean all indoor units.
2. Clean air devices.
3. Many IUs appear to have error codes.
4. Provide new filters.
5. Repair torn insulation on refrigerant piping.
6. All exposed ducts to be painted.
7. Room 111 – Duct not painted, wall penetration needs to be touched up.
8. Room 111 – Indoor unit fin damaged
9. IU-9 has error code on thermostat.
10. IU-2 – Bottom of unit appears bent.
11. Room 127 – Exhaust grilled not in ceiling grid.
12. Room 139 – exhaust duct not painted.
13. AHU-1 sweating, moisture on floor around unit.
14. IU-26 vane damaged, line set cover not installed.
15. Paint EF-3,5 wall caps and dryer.
16. Label HPs
17. Clean mechanical rooms of all debris.
18. Piping on exterior wall not flush with wall and loose.

#### **Plumbing:**

1. Clean all plumbing fixtures.
2. Ensure all piping penetrations are per documents with escutcheon plates throughout.
3. Verify all trap primers throughout are installed where shown and operating correctly, repair as needed. Appear to be some missing.
4. Thermometer(s) not installed at water heater.
5. Toilet does not appear to be flushing properly in Room 144.
6. Tape at drain in lobby needs to be addressed.
7. Piping at water heater pan in mezzanine shall not be plastic.

**Fire Protection:**

1. Room 125 – sprinkler piping not painted.

**Electrical:**

1. Room 113 – Verify lighting is operating correctly.
2. Corridor 118 – Data cabling needs to be routed in a neat and organized manner.
3. Verify all junction boxes are labeled per documents.
4. Verify occupancy sensor are operational in restrooms.
5. Verify all panels/circuits are properly labeled.