

AIA Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address)
Lawhon Elementary Renovations

PROJECT NUMBER: 15075.00/
CONTRACT FOR: General Construction
CONTRACT DATE: March 21, 2017

OWNER:
ARCHITECT:
CONTRACTOR:

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

TO CONTRACTOR:
(Name and address)
Sullivan Enterprises
100 Industrial Park
Magee, MS 39111

FIELD:
OTHER:

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

The entire project has reached a state of Substantial Completion as of August 1, 2017.

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 date of Final Completion per the Tupelo Public School District. See Section 00 22 13 Supplementary Conditions, Article 1.2.1.6.

Date of Commencement

Date of Final Completion as dictated on the Final Completion Certificate.

JBHM Architects, P.A.



8/2/17

ARCHITECT

BY

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: \$79,512.50

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.

Sullivan Enterprises

BY

DATE

8/11/17

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 5:00 pm (time) on August 1, 2017 (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.)

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 August 1, 2017, at 5:00 pm. Contractor shall coordinate and assist in transfer of utilities to Owner.

ARCHITECTS OBSERVATION REPORT

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

Project: Lawhon Elementary Renovations **PN:** 15075.00
Date/Time: August 1, 2017
Weather: Sunny and clear
Owner: Tupelo Public School District
Contractor: Sullivan Enterprises
Present: Missy Hunter, Kirk Kitchens, Charles Laney, TPSD; Rickey Parkman, Sullivan; Gregg Garner, Leslie Pitts, JBHM

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

OUTSIDE FRONT

1. _____ Remove boxes
2. _____ Take down fence
3. _____ General clean up

A2

1. _____ Window trim/paint
2. _____ Light lens broken
3. _____ Touch up paint on light
4. _____ Break metal / wood

A1

1. _____ Lights are not working
2. _____ Replace five ceiling tiles that are broken or dirty
3. _____ Bathroom break metal / wood
4. _____ Window trim

SHORT HALL STORAGE

1. _____ Missing tile

PANEL ROOM

1. _____ Install ceiling and lights

A4

1. _____ Fix grid in two places
2. _____ Window trim
3. _____ Wood / breakmetal



A13

1. _____ Intercom
2. _____ Window trim

A12

1. _____ Motion sensor tile
2. _____ Ceiling tile
3. _____ Rubber base
4. _____ Window trim

A6

1. _____ Breakmetal on window

A3

1. _____ Unit is not cooling
2. _____ Window breakmetal

A HALLWAY

1. _____ Exit light repair
2. _____ Ceiling tile is dirty

A5

1. _____ Fix lens
2. _____ dirty lens
3. _____ Ceiling tiles
4. _____ Window breakmetal

BOYS BATHROOM A

1. _____ Tape on lens
2. _____ Seven ceiling tiles

GIRLS BATHROOM A

1. _____ Three tiles
2. _____ Motion sensor

A8

1. _____ Window trim

A11

1. _____ Window trim

HALLWAY A

1. _____ Multiple ceiling tiles need attention

HALLWAY

1. _____ Ramp flooring
2. _____ Tile above ramp



A17

1. _____ Window breakmetal
2. _____ Remove old wall mold

A18

1. _____ Fix intercom
2. _____ Window caulk

A16

1. _____ Window caulk
2. _____ Ceiling tile

A7

1. _____ Dirty lens on lights

WORKROOM A

1. _____ Five tiles need to be swapped out
2. _____ Grid needs touch up in two places
3. _____ Clean lenses
4. _____ General clean up and get the trash out

HALLWAY OUTSIDE WORK ROOM

1. _____ Tiles
2. _____ Exit light needs to be tightened up

A10

1. _____ Rubber base
2. _____ Bathroom light lens broken
3. _____ Window trim

A9

1. _____ Rubber base
2. _____ Window trim

A15

1. _____ Window trim
2. _____ One ceiling tile

B3

1. _____ Tile bathroom
2. _____ Light needs to be pushed down
3. _____ 2 ceiling tiles

COUNSELOR

1. _____ LED bulb
2. _____ Motion sensor tile is damaged



B OFFICE/STORAGE

1. _____ Replace ceiling tiles

B11

1. _____ Four ceiling tiles

C OB

1. _____ One ceiling tile

C3 CLOSET

1. _____ Move the light

C22

1. _____ Ceiling damage to many ceiling tiles

GENERAL A BUILDING

1. _____ Blinds
2. _____ Any and all dirty or broken ceiling tiles should be replaced
3. _____ Clean light lens

B HALLWAY

1. _____ Tile around smoke detectors

BOYS / GIRLS BATHROOM

1. _____ A lot of ceiling tiles need repair

B FOYER

1. _____ Electrical covers needed
2. _____ Tiles
3. _____ Clean tile heater

LIBRARY OFFICE

1. _____ Two ceiling tiles

LIBRARY B

1. _____ Approximately twelve tiles need to be replaced
2. _____ Cover plate is needed on the wall

MEDIA ROOMS B

1. _____ Approximately sixteen tiles need to be replaced

C BOYS RESTROOM

1. _____ Touch up wall
2. _____ General cleaning is needed
3. _____ Trash needs to be taken out

C BUILDING GENERAL

1. _____ Clean thresholds
2. _____ Dirty ceiling tiles



- B1
1. _____ Several areas of ceiling grid and tile need to be touched up
 2. _____ Rubber base needs touch up

- C4
1. _____ Grid is hanging loose
 2. _____ Ceiling tile needs to be replaced

- COA
1. _____ Ceiling tile needs to be replaced

- C GIRLS RESTROOM
1. _____ Grid and ceiling tile needs touch up

- C GENERAL HALLWAY
1. _____ Some ceiling tile needs to be replaced

- C1
1. _____ One ceiling tile needs to be replaced
 2. _____ Intercom is not functioning properly

- C HALLWAY
1. _____ Thresholds need attention at water fountain and data closet
 2. _____ Two lights are out in the hallway

- STAFF BREAKROOM
1. _____ All ceiling tiles need to be replaced

- C6
1. _____ One ceiling tile needs to be replaced

- C7
1. _____ Grid on the right side needs attention

- GYM
1. _____ Paint touch up is required
 2. _____ Lights need attention
 3. _____ General clean up is needed

- G BUILDING
1. _____ Data cover needed
 2. _____ Conduit box needs attention
 3. _____ One ceiling tile needs to be replaced

- C23
1. _____ Two ceiling tiles need to be replaced

- C10
1. _____ Ceiling grid needs attention



CAFETERIA

1. _____ Ceiling tiles are out and need to be replaced
2. _____ Two broken tiles need to be replaced

H BUILDING

1. _____ Two ceiling tiles need to be replaced
2. _____ Ceiling grid is hanging
3. _____ Motion sensor needs adjustment
4. _____ Exit light needs attention
5. _____ There is a hole by programmer that needs to be patched and painted

F BUILDING

1. _____ Two ceiling tiles need to be replaced
2. _____ Vent work in broom closet needs to be done

C13

1. _____ Air is not working
2. _____ One ceiling tile needs to be replaced

C12

1. _____ Two ceiling tiles need to be replaced
2. _____ One light lens needs attention

C8

1. _____ Data cover is needed

D BUILDING

1. _____ Ceiling tile and grid needs attention
2. _____ Rubber base needs attention
3. _____ Door and frame needs attention

C15

1. _____ Four ceiling tiles need replacing

C11

1. _____ One ceiling tile needs replacing
2. _____ Five ceiling tiles need to be pushed down


AUDITORIUM

1. _____ Two lights need attention
2. _____ Ceiling tiles are missing and need replacement
3. _____ One ceiling tile needs replaced
4. _____ Switch tag needs attention
5. _____ Threshold needs attention
6. _____ Stair tread needs attention
7. _____ Nosing



OUTSIDE

1. _____ Soffits need attention
2. _____ Panel covers need to be secure
3. _____ Clean up of campus is needed
4. _____ Concrete
5. _____ Check all windows
6. _____ Finish any windows that are lacking

By: 
Gregg Garner, Construction Administrator

Pc: 15075.00.15





Project: Lawhon Elementary Renovations
Owner: Tupelo Public School District
Architect: JBHM
HNA Project Number: 15168
Date: 07/26/17 and 08/01/17
Attendees: Matt Pulliam, Josh Holtgrewe
Weather: 07/26/17 - 98 Degrees F, Sunny; 08/01/17 – 88 Degrees F, Sunny

Punch List

Building A

Mechanical

1. Properly seal all exterior wall penetrations for refrigerant piping/insulation/electrical feeds.
2. Building A – new panel location is not located per the drawing. The panel is below what appears to be a 2" water line. The contractor shall offset the water line such that it does not route above the panel.
3. Typical for many units – unit appears to be leaking/condensing at either the coil connection or the drain connection. Repair as required.
4. Straighten fins of RAGs and SAGs.
5. Ensure all exhaust fans are installed flush with ceiling tile/grid.
6. MSHP-2 was not installed at time of inspection.
7. All outdoor units shall be anchored to pad.
8. EF-16 not operating at time of inspection.
9. Clear debris out of mechanical closets.
10. All insulation shall be inspected and any tears or missing insulation shall be repaired. Some condensation was seen due to lack of insulation at time of inspection.
11. Label all units as required.

Building B

Mechanical

1. Clear debris out of mechanical closets.
2. Controls work still in progress at time of inspection.
3. Properly seal all exterior wall penetrations for refrigerant piping/insulation/electrical feeds.
4. Typical for many units – unit appears to be leaking/condensing at either the coil connection or the drain connection. Repair as required.

5. Straighten fins of RAGs and SAGs.
6. Ensure all exhaust fans are installed flush with ceiling tile/grid.
7. All outdoor units shall be anchored to pad.
8. All insulation shall be inspected and any tears or missing insulation shall be repaired. Some condensation was seen due to lack of insulation at time of inspection.
9. Supply Plenum needs to be insulated for all units, some duct sweating noticed during inspection.
10. Brace refrigerant piping to prevent movement.
11. Label all units as required.

Building C

Mechanical

1. Properly seal all exterior wall penetrations for refrigerant piping/insulation/electrical feeds.
2. Typical for many units – unit appears to be leaking/condensing at either the coil connection or the drain connection. Repair as required.
3. Straighten fins of RAGs and SAGs.
4. Ensure all exhaust fans are installed flush with ceiling tile/grid.
5. All outdoor units shall be anchored to pad.
6. All insulation shall be inspected and any tears or missing insulation shall be repaired. Some condensation was seen due to lack of insulation at time of inspection.
7. Supply Plenum needs to be insulated for all units, some duct sweating noticed during inspection.
8. Brace refrigerant piping to prevent movement.
9. Label all units as required.
10. Clear debris out of mechanical closets.

Building D

Mechanical

1. Straighten RAG and SAG fins at unit closets.
2. Clean grilles.

Building G

Mechanical

3. Unit appeared to be sweating.
4. Clean up debris in mech closet.

Building H

Mechanical

5. CD piping to be extended into dry well.
6. Exterior duct not wrapped in aluminum jacket per dwgs.
7. Duct appears to have minor leaking at unit connections.

Electrical:

1. Contractor shall remove debris and demolished wire at Panel A2-17.
2. All WAPs shall be reconnected where removed.
3. Install light switch covers in office G2 & G3.
4. Contractor shall install missing type "G" sconces in auditorium.
5. Contractor shall finalize installation of lighting on stage.
6. Repair soffit at electrical service entrance at "C" building.
7. Provide additional straps and strut at secondary entrance conduit at service entrance disconnect at "C" building.
8. Contractor shall demolish existing weatherheads and repair roof as required.
9. Contractor shall install all lighting fixtures in the gym.
10. Contractor shall install smoke detectors in Building F.
11. Remove all protective covers from smoke detectors.
12. Test all emergency lighting throughout building.
13. Contractor shall provide test reports from all data cabling as detailed in the specifications.
14. Provide covers for fiber boxes.
15. Contractor shall deliver all attic stock to owner.
16. All occupancy sensors shall be set to the max time-out.
17. Contractor shall verify that all fire, burglar alarm, intercom, and security system is operational.
18. Provide disconnects for new condensing units and heat pumps as detailed on mechanical schedule. All disconnects shall be labeled.
19. Provide fire alarm test reports.
20. Provide missing light fixture in A Building electrical room.
21. Remove all existing emergency fixtures – see note on ED201. Several existing emergency fixtures in Building B are still in place.
22. Repair/replace inoperable light in "C" building corridor.
23. Contractor to install missing remaining type "H" fixtures on the rear of the Cafeteria building.
24. Contractor shall install missing "K" fixture in closet off serving area.
25. Contractor shall install lights in vestibule C117.
26. Provide missing occupancy sensors in building "C" corridor.
27. Provide straps and struts at Panel A1.
28. Provide straps and struts at Panel A2.
29. Provide typewritten panel schedules.
30. Provide additional straps at electrical panel in "C" electrical room.
31. Provide IR scanning of panel and provide report to engineer and owner.



Missing strap at Unistrut for disconnect serving building "A".



Missing straps and Unistrut for disconnect serving building "C".