

**SECTION 00 65 16 – NOTICE OF SUBSTANTIAL COMPLETION**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS (Not Applicable)**

**1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for managing the contractual requirements of this Project.

**1.3 DEFINITIONS (Not Applicable)**

**1.4 CHANGE ORDER BULLETIN**

- A. State of Colorado form “Notice of Substantial Completion” (SPB-07).
- B. A copy of the above noted form is attached to the end of this section.

**1.5 PROCEDURE (Not Applicable)**

**PART 2 - PRODUCTS (Not Applicable)**

**PART 3 - EXECUTION (Not Applicable)**

**END OF SECTION 00 65 16**



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAM

**NOTICE OF SUBSTANTIAL COMPLETION**

Date of Substantial Completion: \_\_\_\_\_  
Date to be inserted by the Principal Representative

Institution/Agency: \_\_\_\_\_

Project No./Name: \_\_\_\_\_

TO:

Principal Representative

and

Contractor

This is to advise you that the Work has been reviewed, inspected and determined, to the best knowledge, information and belief of the Architect/Engineer, to be substantially complete as of the date noted above in accordance with the criteria outlined in Article 41 of The General Conditions of the Contract in SC-6.23 and SC-8.1 or Article 17.3 in SC-6.4 and the Specifications, including without limitation a) suitable for occupancy, b) inspected for code compliance with Building Inspection Records signed by code officials for the State, c) determined to be fully and comfortably usable, and d) fully cleaned and appropriate for presentation to the public.

A punch list of work to be completed, work not in compliance with the Drawings or Specifications, and unsatisfactory work is attached hereto, along with the Contractor's schedule for the completion of each and every item identified on the punch list specifying the Subcontractor or trade responsible for the work, and the dates the completion or correction will be commenced and finished within any period indicated in the Agreement for punch list completion prior to Final Acceptance.

Except as stated on the reverse side of this Notice of Substantial Completion, all manufacturers' warranties, other special warranties and the Contractor's one-year obligation to perform remedial work, shall commence on the Date of Substantial Completion noted above.

This Notice of Substantial Completion shall be effective and establish the Date of Substantial Completion only when fully executed by the Contractor and the Principal Representative. The Principal Representative accepts the Work as substantially complete as of the Date of Substantial Completion herein noted. The Contractor agrees to complete or correct the Work identified on the attached punch list and to do so in accordance with attached punch list completion schedule

\_\_\_\_\_  
Architect/Engineer Date

\_\_\_\_\_  
Contractor Date

\_\_\_\_\_  
State Buildings Program Date  
(or Authorized Delegate)

\_\_\_\_\_  
Principal Representative Date  
(Institution or Agency)

The responsibilities of the Principal Representative and the Contractor for security, maintenance, heat, utilities, and insurance shall be as specified in the Contract Documents or as otherwise hereafter noted:

Exceptions, if any, to the commencement of warranties shall be:

The attached final punch list consists of \_\_\_\_ pages, and the attached Contractor's schedule showing the dates of commencement and completion of each punch list item consists of \_\_\_\_ pages.

When completely executed, this form shall be sent to the Contractor and the Principal Representative with a copy to State Buildings Program.