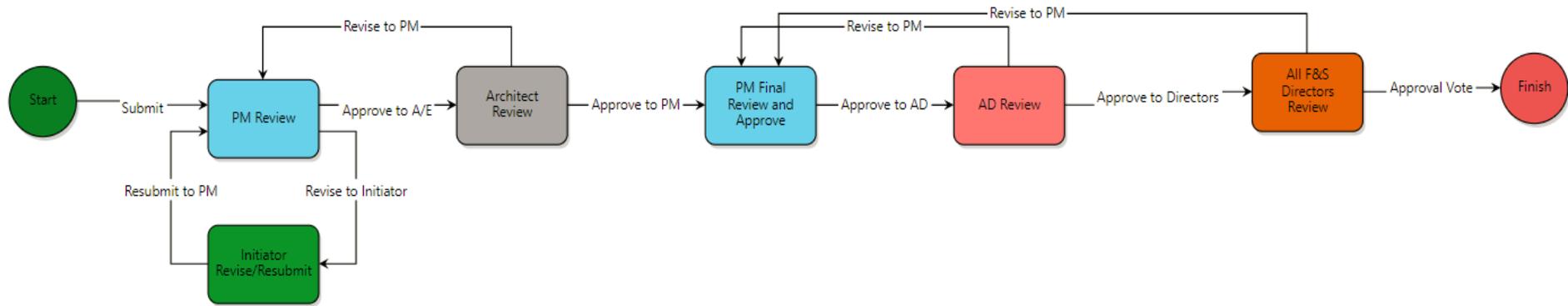




A Guide On Substantial Completion(SC)

*Prepared by e-Builder
9th February 2018*





Process Description:

The purpose of the Substantial Completion process is to track and collect all documentation including but not limited to letters, certificates, punch-list, and O&M required to reach Substantial Completion. This process is initiated by GC (Primary, Secondary, Tertiary), or Project Manager. The routing of the process assures that Project Manager, Architect, Associate/Assistant Director, an Director have reviewed the information before officially declaring Substantial Completion.

Process Participants:

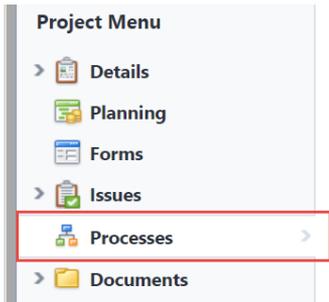
1. GC Primary
2. GC Secondary
3. GC Tertiary
4. PM Project Manager

Process Details:

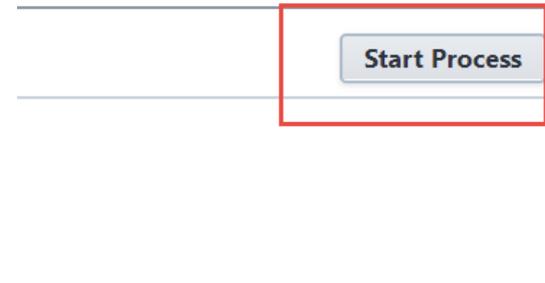
1. After the submission of the Substantial Completion the process will route to the PM for review.
2. The Architect / Engineer (AE) will review the information and will send it back to the initiator for revise with comment or approve the information and move the process forward.
3. The Project Manager (PM) will review the process and approve the process for further review. The PM can also send the process back to the initiator wit comment.
4. The PM will review the process for one final review and approve the process to move forward.
5. The Associate Director will review the process and either revise back to the PM with comments if necessary or approve the information provided and push the process forward.
6. The F&S Directors will review the process and revise back to the PM with comment or approve and complete the process.

Initiation of Process:

1. Click process name to open Substantial Completion..
2. Select **Processes** from the Project Menu.



3. Select **Start Process** in the process Module.

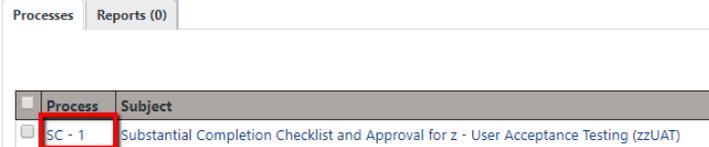


4. Click **Substantial Completion SC** button.



AE Review:

1. Click process name to open Substantial Completion.



2. Scroll to review and complete the necessary details. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

All of the following checklist requirements must be completed prior to Substantial Completion.

At UCF discretion (F&S AVP and BCO), partial completion of the checklist can allow issuance of Temporary Certificate of Occupancy.

1:	The entire facility can be occupied and used for the purposes intended, include a copy of the Architect of Record's substantial completion Certificate.	1a:	Architect of Record's Substantial Completion Certificate
2:	All building inspections for code compliance have been completed and passed. State Fire Marshal Life Safety inspections (where applicable) have been completed and passed. The testing of all life safety systems (Fire Alarm, Sprinkler, Generator if applicable, Fire Pump, and In-Room Emergency Notification System) is complete. Include a letter from the Contractor indicating which inspections were passed and on what date they were passed. These include MEP inspections, SFM inspections, the final building inspection, and any other inspections deemed necessary by the UCF Building Code Official.	2a:	Contractor letter indicating which inspections were passed and on what date they were passed
3:	Elevator inspections have passed and certificates have been issued. Include a letter from the Contractor, indicating which inspections were passed and on what date they were passed.	3a:	Contractor letter indicating which inspections were passed and on what date they were passed
4:	The HVAC system and the Building Automation Systems (BAS) are complete and have been approved by the Engineer of Record and Commissioning Agent. Include a letter from the Engineer of Record and the Commissioning Agent, indicating that HVAC systems and BAS systems are complete.	4a:	Engineer of Record and the Commissioning Agent letter indicating that HVAC systems and BAS systems are complete

Note: Items **above** this note must be completed to receive TCO.

Items **below** the line are required for Close Out and Substantial Completion.

6:	The As-Built Set of documents has been provided by the Contractor to the Architect/Engineer (A/E) for production of the final Record Set of documents. Include a letter or email from the A/E, indicating that they have received the Contractor's As-Built Set and has begun the creation of the Record Set.	6a:	A/E letter indicating that he or she has received the Contractor's As-Built Set and has begun the creation of the Record Set
7:	Draft Operations and Maintenance (O&M) Manuals have been provided to UCF. The UCF PM will confirm receipt of O&M Manuals and that they have been turned over to Facilities Operations for review.	7:	
8:	Draft warranties have been provided to the Owner for review and acceptance of terms. Include a letter from the Contractor listing all draft warranties provided to UCF for review. The UCF PM will confirm receipt of draft warranties.	8a:	Contractor letter listing all draft warranties provided to UCF for review. The UCF PM will confirm receipt of draft warranties
9:	All lock cores have been changed from the construction master to University cores. Include a letter or email from the UCF locksmith, confirming that the change out of lock cores is complete.	9a:	Letter or email from the UCF Locksmith, confirming that the change out of lock cores is complete
10:	The final building cleaning has been completed by the Contractor. The UCF PM will confirm that the final building cleaning has been completed to the UCF PM's and UCF end-user's satisfaction.	10:	

3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **Approve to PM** – Select this action if all information is correct and process is ready to move forward.
 - b. **Revise to Initiator/PM** – Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action

09 - Substantial Completion (SC) - 1

Delete Instance

Workflow Override

All Fields View

Instructions

-- Please select an action -- **Take Action**

Check Spelling

Print

Copy

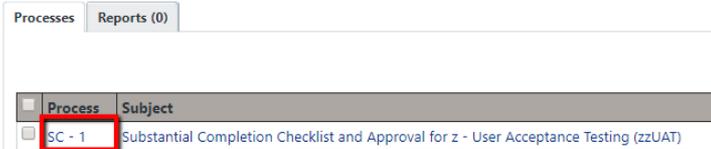
Delegate

Save

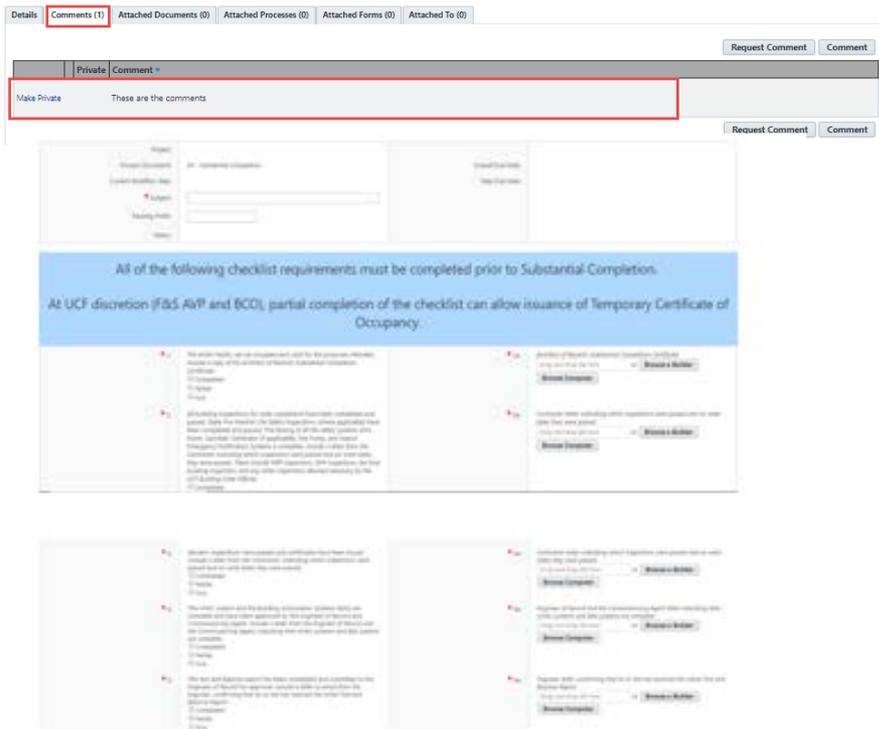
Cancel

Initiator Revise:

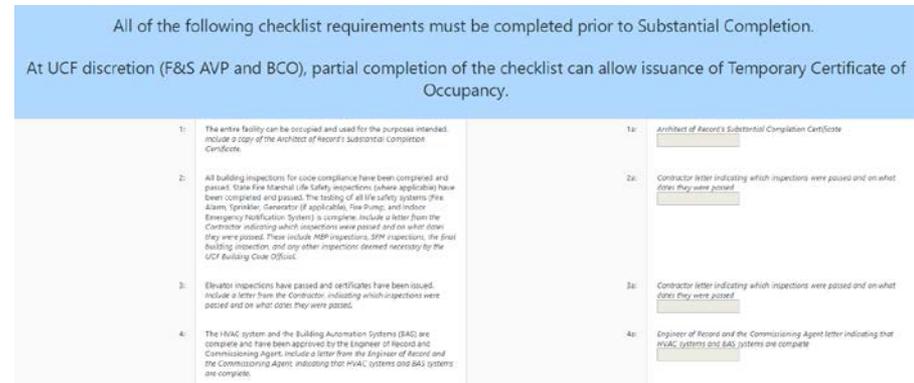
1. Click process name to open Substantial Completion.



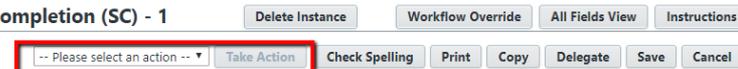
2. Review comments by selecting the **Comments** tab.



3. Scroll and complete the necessary details. Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.



09 - Substantial Completion (SC) - 1



4. Select an action and click **Take Action** button to move process along; possible actions to take are:
 - a. **Resubmit** – Take this action once all comments have been addressed and all information in the process has been updated accordingly.
 - b. **Void** – Process is no longer needed and routes to finish in a Void status.

PM Final Review/Approve:

1. Click process name to open Substantial Completion.

The screenshot shows a table with two columns: 'Process' and 'Subject'. The first row contains 'SC - 1' and 'Substantial Completion Checklist and Approval for z - User Acceptance Testing (zzUAT)'. A red box highlights the 'SC - 1' cell.

2. Review the following information:

Redline Instructions:

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save
4. Give the annotation layer a name and click OK.
5. Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1) to denote there is only 1 layer of markups.

1. Click on "Redline (X)"
2. Click on the Annotate drop down menu and select OPEN
3. Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Reimbursables:

Subconsultant Billing:

Contractor - Is This a Final Completion?: Yes No

* PM - Is This a Final Completion?: Yes No

Commitment Invoice Details

Status: Draft

* Commitment:

* Invoice Number:

* Date Received: 02.09.2018

This is a retainage release:

Company/Contact:

Date Due:

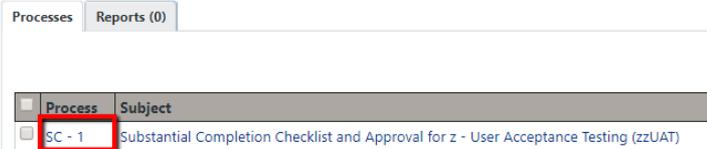
3. Select an action and click **Take Action** button to move process along; possible actions are:

- a. **Approve** – Select this action if all information is entered and process is ready to move forward.

09 - Substantial Completion (SC) - 1

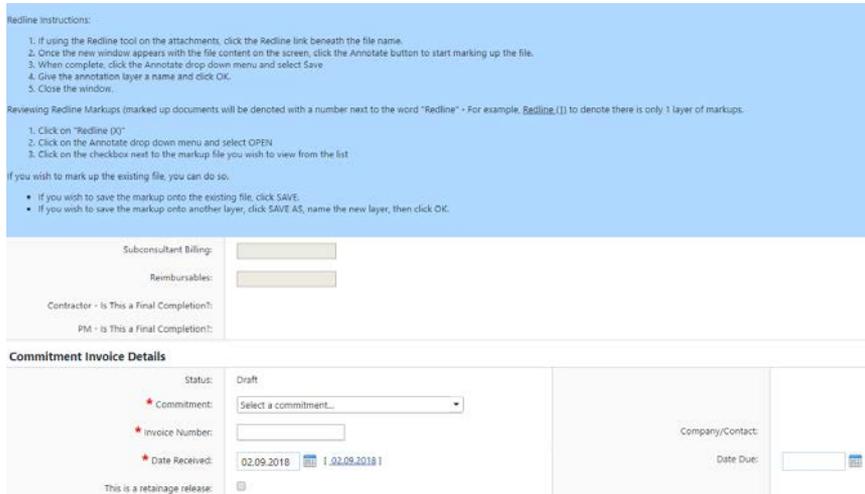
Associate Director:

1. Click process name to open Substantial Completion.



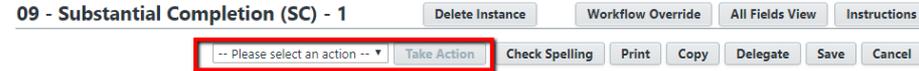
The screenshot shows a table with two columns: 'Process' and 'Subject'. The first row contains 'SC - 1' and 'Substantial Completion Checklist and Approval for z - User Acceptance Testing (zUAT)'. The 'SC - 1' cell is highlighted with a red box.

2. Review the information, Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.



The screenshot shows the 'Substantial Completion (SC) - 1' form. It includes sections for 'Redline Instructions', 'Reviewing Redline Markups', and 'Commitment Invoice Details'. The 'Commitment Invoice Details' section shows fields for Status (Draft), Commitment (Select a commitment...), Invoice Number, Date Received (02.09.2018), and Date Due. There are also checkboxes for 'This is a retainage release' and 'Contractor - Is This a Final Completion?'. The 'Subconsultant Billing' and 'Reimbursables' sections have empty input fields.

3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **Info Validated** – Select this action if all information is entered and process is ready to move forward.
 - b. **Revise to PM** – Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action



The screenshot shows the header for '09 - Substantial Completion (SC) - 1'. It includes buttons for 'Delete Instance', 'Workflow Override', 'All Fields View', and 'Instructions'. Below these is a dropdown menu with '-- Please select an action --' and a 'Take Action' button, which is highlighted with a red box. Other buttons include 'Check Spelling', 'Print', 'Copy', 'Delegate', 'Save', and 'Cancel'.

F&S Directors:

1. Click process name to open Substantial Completion.

The screenshot shows a table with two columns: 'Process' and 'Subject'. The first row contains 'SC - 1' and 'Substantial Completion Checklist and Approval for z - User Acceptance Testing (zzUAT)'. The 'SC - 1' cell is highlighted with a red box.

2. Review the information, Required fields will have a red asterisk (*) and the process cannot be submitted until all required fields have been completed.

The screenshot shows the 'Substantial Completion (SC) - 1' form. It includes a 'Redline Instructions' section with five numbered steps. Below this are sections for 'Contractor - Is This a Final Completion?' and 'PM - Is This a Final Completion?'. The 'Commitment Invoice Details' section includes fields for 'Status' (Draft), 'Commitment' (Select a commitment...), 'Invoice Number', and 'Date Received' (02.09.2018). There is also a 'Company/Contact' field and a 'Date Due' field.

3. Select an action and click **Take Action** button to move process along; possible actions are:
 - a. **Approved** – Select this action if all information is entered and process is ready to move forward.
 - b. **Revise to PM** – Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action

The screenshot shows the action menu for '09 - Substantial Completion (SC) - 1'. It includes buttons for 'Delete Instance', 'Workflow Override', 'All Fields View', and 'Instructions'. A dropdown menu is open, showing 'Please select an action' and 'Take Action' (highlighted with a red box). Other buttons include 'Check Spelling', 'Print', 'Copy', 'Delegate', 'Save', and 'Cancel'.

-- Please select an action -- ▾

<p>Project: 1 ! Training Project *****</p> <p>Process Document: 2 CO - 1 Show History Current Actors</p> <p>Current Workflow Step: 3 Procurement Review C Show Workflow Diagram</p> <p>Subject: 4 CO Initiated on 9/22/2016 6:57:35 PM</p> <p>Status: 5 Submitted</p>	<p>Project Number: 6 1111111111</p> <p>Overall Due Date: 7</p> <p>Step Due Date: 8</p>
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Process Description:

Each time you open a process to perform your function within a project, you will see the Process Header. The process header contains information that can help you identify where you are within a process, within a project.

1. **Project:** Project Name
2. **Process Document:** The process instance
 - [Show History](#): Will display a historical list of actions taken within this process instance
 - [Current Actors](#): Will display a list of actors responsible for the process in its current step
3. **Current Workflow Step:** The name of the current step
 - [Show Workflow Diagram](#): Will display the workflow diagram, highlighting the current step where this instance is with a blue frame
4. **Subject:** Displays the specific process instance subject
5. **Status:** Displays the process' current status
6. **Project Number:** Displays the project number
7. **Overall Due Date:** Date the process needs to be completed by *(If applicable)*
8. **Step Due Date:** Date this step in the process needs to be completed by *(If applicable)*

Support:

Announcements ▾

To contact e-Builder Support
Please call (888) 288-5717 or email support@e-builder.net. Thank you!

Notes and Comments: