

Closeout

Last updated by Andrea Bowman on Oct 30, 2024

Several sections of our standard specifications detail all of the actions necessary during the Closeout process. We are typically responsible for providing as-built drawings, and reviewing closeout submittals, operation and maintenance manuals, and warranty documentation. As the architect of record, we are also responsible for generating the Substantial Completion document. The AIA G704-2017 Certificate of Substantial Completion is the formal legal document that establishes the substantial completion date.

Only certain employees within GHC are able to access and utilize the AIA Contract Documents Software (Cantina). When a Substantial Completion document is needed, use the link below and fill out the applicable information. The Administration team will generate the document and contact the Project Manager with any additional questions.

[Substantial Completion Request Form](#)

