

# FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8069**

**Capital Construction; Inspections;  
Substantial Completion; Final Completion**

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## **BOARD POLICY**

Construction projects will be inspected by either the architect or engineering firm who designed the project, or by a construction inspector specifically hired to perform the construction inspection function. This representative of the owner will be responsible for the inspection services and provide information to the architect or engineer as applicable.

The duties of the construction inspector shall be determined by the College administrator responsible for the project, after consultation with the architect or engineer who designed the project.

### **Substantial Completion**

A committee recommended by the President shall perform the substantial completion inspection of a capital construction project. The committee shall include the Chair of the Fiscal, Facilities and Audit Committee, a Board of Trustee's member, the Vice Chancellor for Facilities and Information Technology, a registered architect or engineer employed by the state (for state funded projects), the construction inspector retained by the College, the campus Physical Plant Director, and other campus representatives appointed by the President.

Before the substantial completion inspection occurs, the college-retained inspector, the architect/engineer and the contractor shall make an inspection of the project for the purpose of developing a punch list to be used by the substantial completion inspection committee. A copy shall be provided to each member of the committee along with a notation of the items that have been completed.

Following the inspection, if the committee determines that the project is at the substantial completion phase, each member shall sign the AIA document indicating that designation. The president shall report such action to the Board at the next official meeting through submission of an updated capital construction quarterly report for the project.

The purpose of the substantial completion inspection is to:

1. allow the owner to occupy or utilize the project for its intended use
2. insure a quality project
3. make specific payments and commence warranties

The substantial completion inspection allows:

1. The inspection committee to identify areas where an acceptable level of quality of work, materials or equipment are lacking
2. The contractor to obtain payment and stop responsibility for future financial exposure other than that identified
3. The architect to show progress and/or move the project to closure

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## **Final Completion**

When the architect, engineer, contractor and college-retained inspector or College representative determine that the project is complete with all work on the outstanding items adequately performed, the project shall be deemed to have reached final completion and final payments will be processed. Notice of final completion and project close out will be provided to the Board of Trustees through submission of the final capital construction quarterly report for the project at the next regular Board meeting.

Legal Reference: RRS 81-855

Engineers and architects; public works; supervision by registered engineer or architect required; exception

RRS 85-304

Board of trustees; powers, enumerated

Policy Adopted: 3/11/94

Policy Revised: 2/23/95

Policy Revised: 2/12/04

Policy Revised: 9/15/06

Policy Revised: 11/7/14

Policy Revised: 6/16/17