



## CLOSE OUT OF A CONSTRUCTION PROJECT (Virtual/Instructor Lead)

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**Tuesday, October 13 & Wednesday, October 14, 2020 1:00 - 4:00 pm OR Monday, October 26 & Tuesday, October 27, 2020 1:00 - 4:00 pm OR Wednesday, November 18 & Thursday, November 19, 2020 1:00 - 4:00 pm**  
**\$300 (+HST) Members/\$400 (+HST) Non-Members**  
**Instructor: Lee Kelly, M.A.A.T.O., PGSC, Constructing Minds**

**Who Should Attend:** Contractors, subcontractors, owners, consultants and allied professionals in the construction industry.

**Virtual Classroom Sessions:** 2 sessions of 3 hours each.

\*This workshop is worth 1 Gold Seal credit.

**\*Pre-payment is needed for this registration.**

**We require 48 business hour advance notice for cancellation - no shows will be billed.**

Why would a Contractor, Owner Consultant or Subcontractor need to know Best Practices for closing out a construction project? The answer is simple – if you can't get it done then you can't reach Substantial Performance. If Clients are not able to use the facility as intended, then all involved will have to spend more time and money to wrap it up and all stakeholders' payments will be delayed. Getting a project to Substantial Performance and then to Total Performance are two of the most difficult milestones in the construction process to achieve.

The principles of how organizing early, teamwork and communication work together to achieve a successful project closeout will be discussed.

Topics discussed will include:

**Pre-Construction Closeout:**

- Internal handover
- Principles of organizing early, teamwork and communication
- O&M manual development and tracking
- Closeout requirements and submissions
- Submittals requirements and submissions
- Permits

**Construction Closeout:**

- Substantial Performance requirements both contractually and regulatory

**Post Construction Closeout:**

- Final Completion requirements both contractually and regulatory

**Subcontractor Closeout:**

- Financial requirements

**Internal Closeout:**

- Internal review and lessons learned

Participants will be introduced to best practices and “tips and tricks” which will expedite and simplify the takeover of a project by its Owner from the Contractor, who managed the construction, so that the last 3% of the project is not 15% of the effort.

Exclusive to this workshop is a comprehensive manual that is used as a reference and guide throughout the sessions. The manual is based on accumulated knowledge gathered over 40 years in the construction industry. It is a valuable and effective tool that contains not only practical how-to's, checklists and templates but will also be a foundation for new processes and procedures back in the office or on the jobsite.

REGISTER NOW!

