

Task	Responsibility and Information Flow	Notes
<p><b>Review contractor completion submittals as required by contract documents</b></p> <p><b>Typical documents include:</b></p> <ul style="list-style-type: none"> <li>▪ Municipal occupancy permit</li> <li>▪ As-built documents, showing changes made during construction</li> <li>▪ Final <i>Clearance Certificate</i> from the respective provincial or territorial health and safety agencies</li> <li>▪ <i>Statutory Declarations</i> for application for release of holdback from the general contractor and all subcontractors</li> <li>▪ Final reports on work carried out to correct deficiencies</li> <li>▪ A list of all contractors and trade subcontractors</li> <li>▪ Replacement materials, maintenance products, special tools, etc.</li> </ul> <p><b>Manuals incorporating:</b></p> <ul style="list-style-type: none"> <li>▪ Maintenance and operating instructions</li> <li>▪ All warranties for materials, equipment and products</li> <li>▪ Copies of all the permits and certificates of authorization issued by the various public utilities companies and authorities having jurisdiction</li> </ul>	General contractor to architect and consultants	Architect and consultants as appropriate review the documents and architect submits them to the owner with comments or recommendations regarding their conformity with the contract requirements.
<p><b>Arrange for appropriate personnel to attend demonstration(s) of systems, including take-over of applicable operating systems and instructions</b></p> <p><b>Obtain appropriate records of demonstration and operation.</b></p>	General contractor	
<p><b>Substantial Performance</b></p> <ul style="list-style-type: none"> <li>▪ Receive from the contractor an application for Certificate of Substantial Performance and list of items to be completed or corrected</li> </ul>	General contractor to architect and consultants	Note: Substantial performance review time frames read differently in CCDC 2 versus <i>RAIC Document Six</i> .