

Subcontractor Closeout Materials and Warranty Letter

Closeout Materials Requirements:

- Foushée and Associates, Inc. requires, as part of contract completion, one original paper copy of all final product information; one copy of all final submittal drawings, one original warranty letter, any original product warranties, and final as-built drawings. All information is to be first hand (no faxed or copied material). The information shall also be free from any binding marks such as hole punches, staples, binder marks, etc.
- Foushee and Associates, Inc. will also require one electronic copy on a CD of the information outlined above. This information will be placed into one PDF file and should match the following outline in succession.

- Subcontractor Warranty Letter
- Product Information
- Submittal Information
- As-Built Drawings

-Electronic documents must be created with Adobe Acrobat 5.x. MS Office documents such as MS Word (.doc) or MS Excel (.xls) are also acceptable.

-As-built drawings should be submitted in AutoCAD format (.dwg) and PDF (.pdf).

-Adobe Acrobat PDF files must be saved in such a way so as to be displayed at 100% size upon opening the file.

Warranty Letter:

Subcontractor: _____

Project: _____

Job Number: _____

The undersigned subcontractor does hereby warrant all materials, labor and supplies for a minimum period of one year (or longer as required by the contract documents) for the above referenced project from the date of substantial completion. All work and materials are per project contract documents. Any defects or deficiencies that occur within the warranty period will be repaired or replaced, as needed and in a prompt manner, at no cost to Foushee and Associates or the Owner.

Dated: _____

Subcontractor Signature: _____

Subcontractor Title: _____