



## Closeout Items Training Guide

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## About

Closeout is a log that tracks information that must be provided by the GC to SCA before closeout of the contract. Typically, information includes warranties, guarantees, operations and maintenance manuals, manufacturers maintenance instructions, and training materials.

The entire closeout log must be approved before the workflow for each individual item can begin. Each item must be routed through the workflow and in the “Ready for Transfer” status to be included in Partial, Special or Full Transfers. Closeout items are not included in the Substantial Transfer Package.

Default items are also included within the Closeout Items app and will be generated with the other items. The PO can attach documents to the default items and add them to Transfers.

## Process Overview

At the start of the project when the CSI Codes are identified, the GC will generate the closeout log with items from the closeout master list. The GC will be responsible for reviewing the list that is automatically created using information from the projects CSI Codes.

The entire log will be accepted by the GC, PO and CR. After the GC has acknowledged the complete log, they can begin to provide details and attachments for each item.





After the GC attaches the required information to an item, it will go to the PO. When the PO approves, the item is ready to transfer. If a Partial, Special or Full transfer is created, this item can be included.

Default items will also be created when the closeout log is generated, allowing the PO to attach documents for required default items.

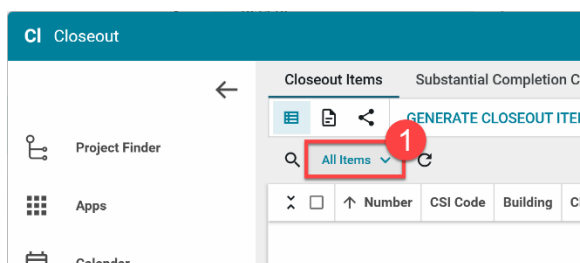
During a Partial Transfer, the BR will review the item as part of the Transfer workflow. During a Special or Full Transfer, the CR will review the item as part of the Transfer workflow. Please see *Transfer Appendix A – Closeout Items Review* for more information on the review process.

## Notes

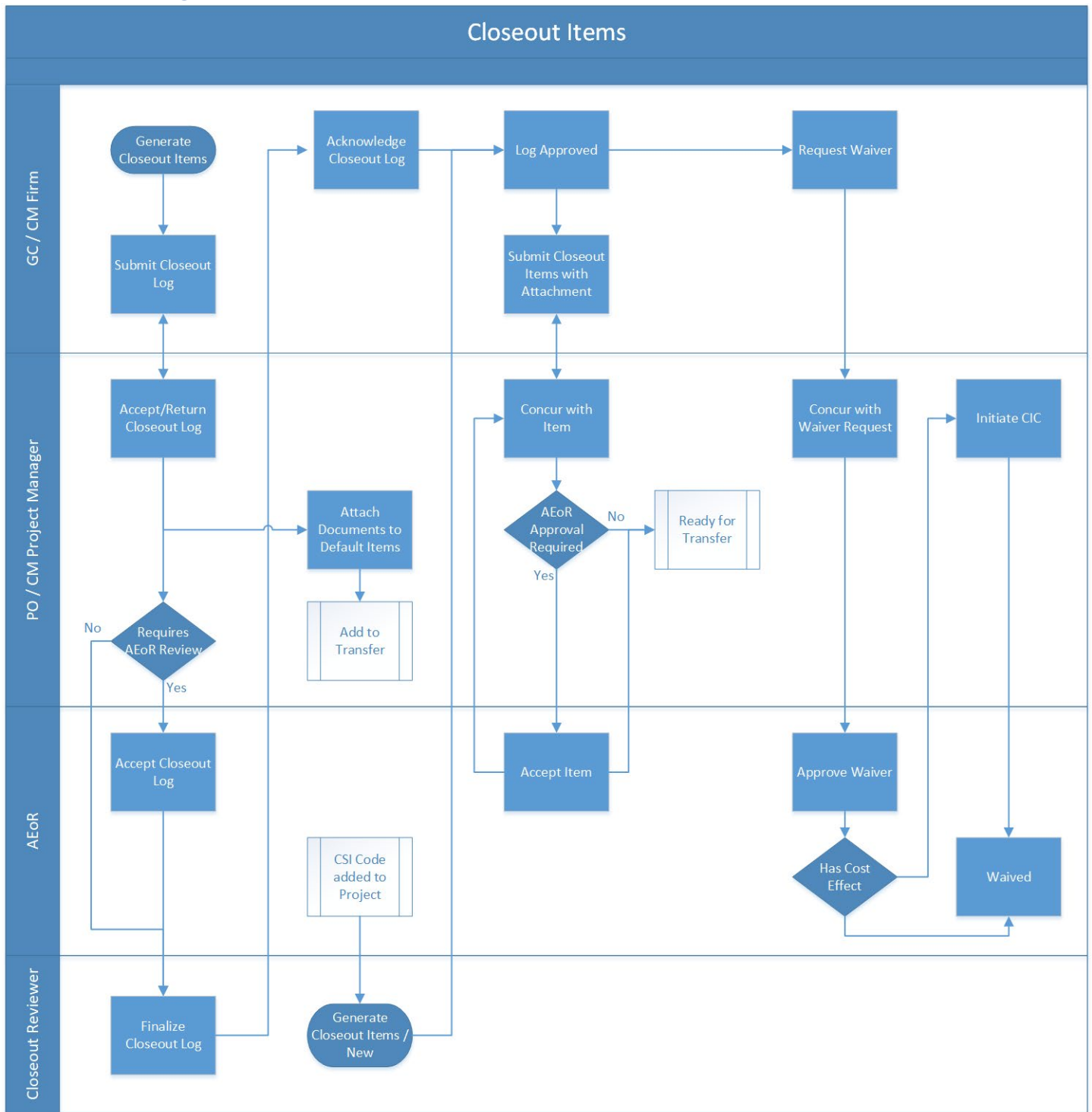
There are indicators that appear on the left-hand side of each closeout item to show the current item status.

	<input type="checkbox"/> CL-0003	Red	Item is not applicable or waived
	<input type="checkbox"/> CL-0004	Green	Item is ready for transfer, or in a transfer already.
	<input type="checkbox"/> CL-0008	Orange	Item is currently in progress of a workflow.
	<input type="checkbox"/> CL-0014	Blue	Item has documents attached in the references.

The closeout app has selectable filters that can be used to only show relevant items.



# Workflow Diagram



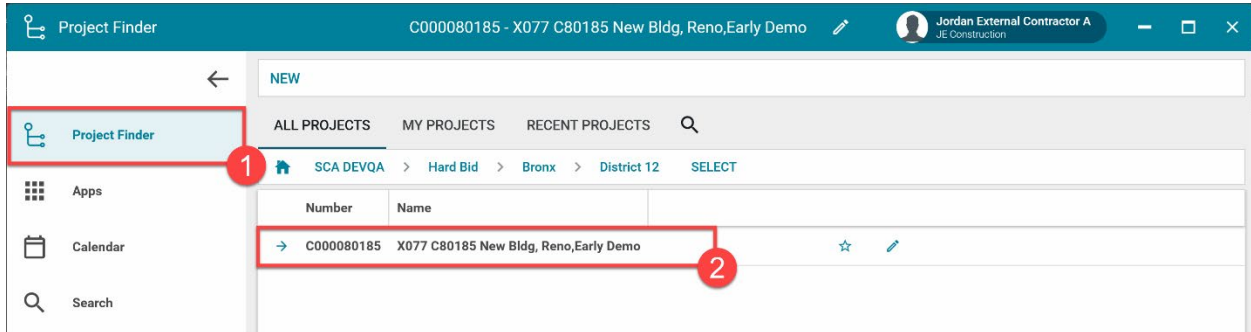
Please see *Transfers – CAMP End User Training Guide* for more information on the to be taken after the closeout items are Ready for Transfer.

# Step-by-Step Instructions

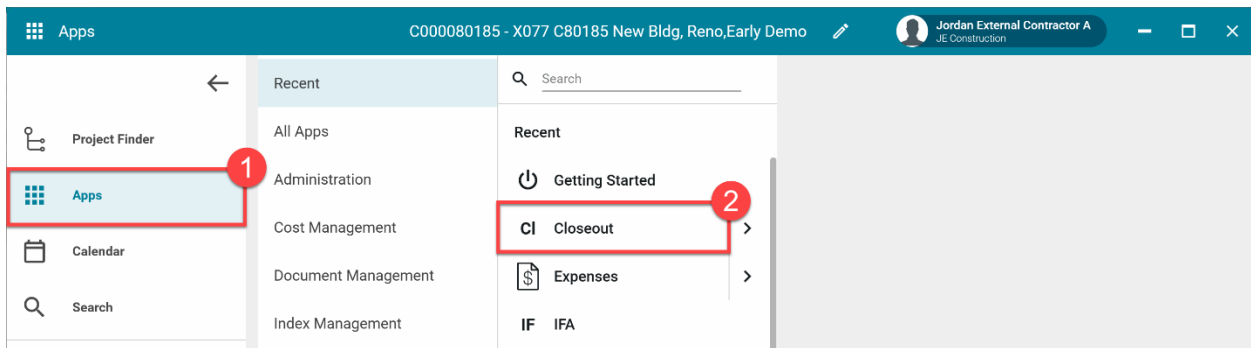
## GC Generates Closeout Items

Based on existing CSI Codes in the project.

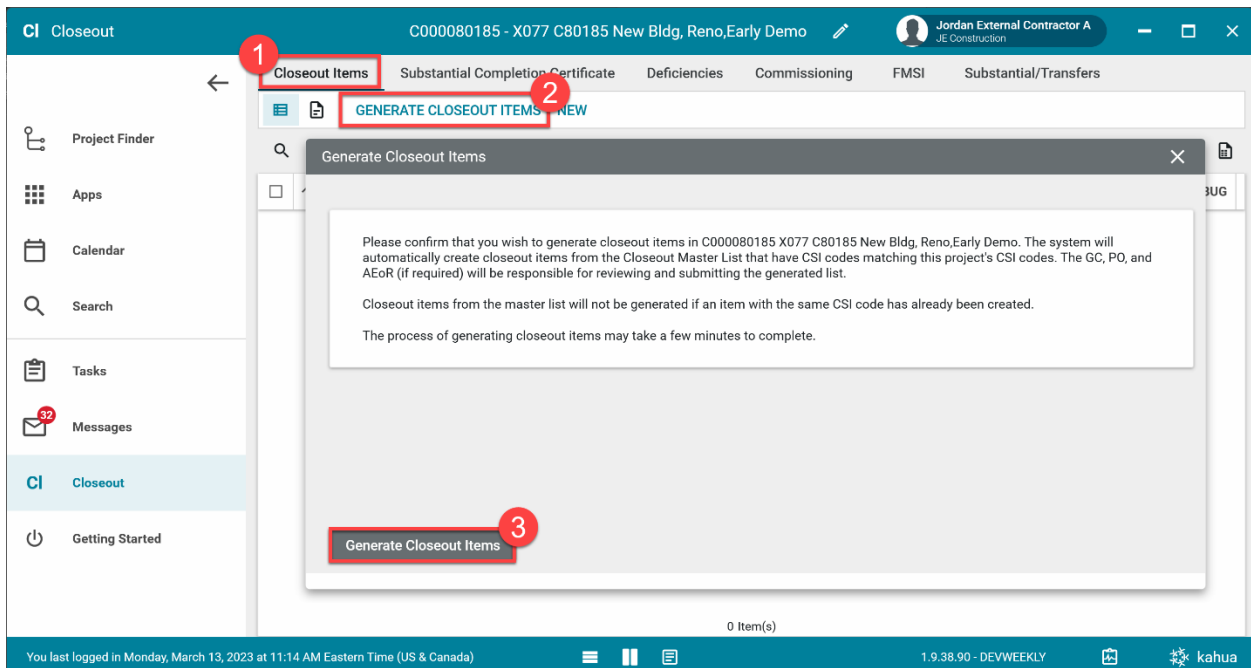
1. Go to **Project Finder**> Navigate to the desired project



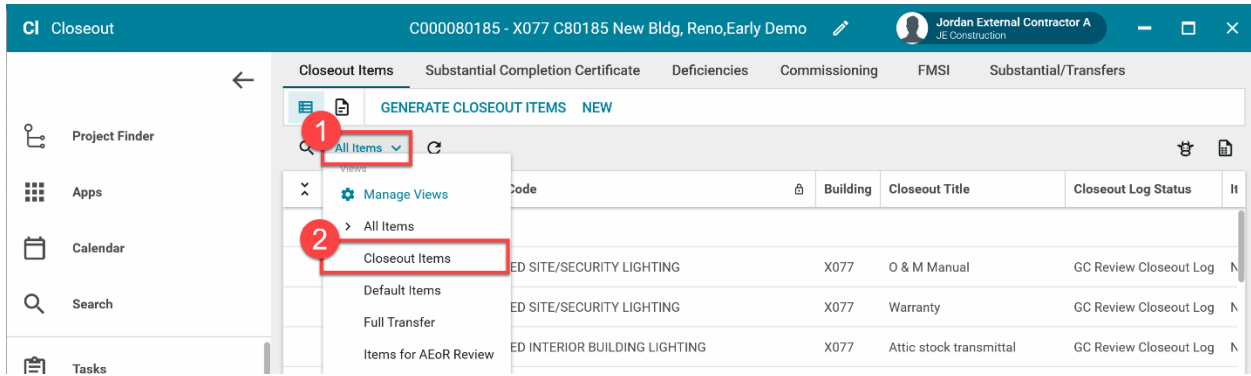
2. Go to **Apps > All Apps**> Click **Closeout**



3. In the **Closeout Items** tab, click **GENERATE CLOSEOUT ITEMS** at the top
4. Click **Generate Closeout Items** to confirm



5. Click **All Items (View)** menu and select **Closeout Items** from the drop down menu to view the list.



**Notes:**

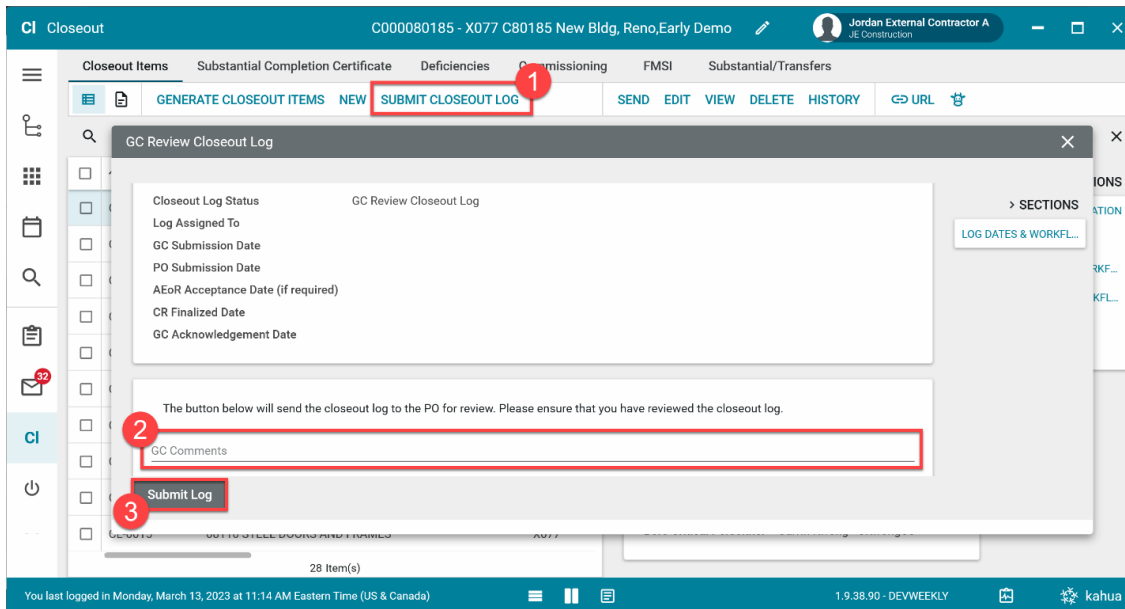
- In Requirements projects, you will be prompted to select a Borough as well.
- The system might take a few minutes to generate closeout items for any newly added CSI Codes.
- If the PO adds items after the list was generated, you can come back and click **GENERATE** again to refresh, then complete the process for those items. Sort by the **Status** column to see what's new.

## GC Submits Closeout Log

1. You must select **any closeout item** (do not use checkboxes) to move to the next step



2. Click **SUBMIT CLOSEOUT LOG** at the top
3. Enter **comments** (optional unless PO returned log)
4. Click **Submit Log**



## PO Options:

### PO Creates a New Closeout Item

1. In the Closeout Items tab, Select **NEW**
2. **Details** section:
  - a. Select the **CSI Code** from the drop down menu
  - b. Enter a **Closeout Title**

The screenshot shows the 'Closeout Items' form in a web application. The 'NEW' button is highlighted with a red box and a '1'. The 'Details' section is expanded, and three fields are highlighted with red boxes and numbered '2' and '3': 'Number' (CL-0030), 'CSI Code' (07720 ROOF ACCESSORIES), and 'Closeout Title' (09590 WOOD FLOORING). The 'Closeout Title' field has a red error message 'Field is required'.

3. Click **Save / Close**

The screenshot shows the 'Closeout Items' form with the 'Save / Close' button highlighted with a red box and a '1'. The 'Closeout Title' field is filled with 'O & M Manual'. The 'ITEM DATES & WORKFLOW' section is expanded.

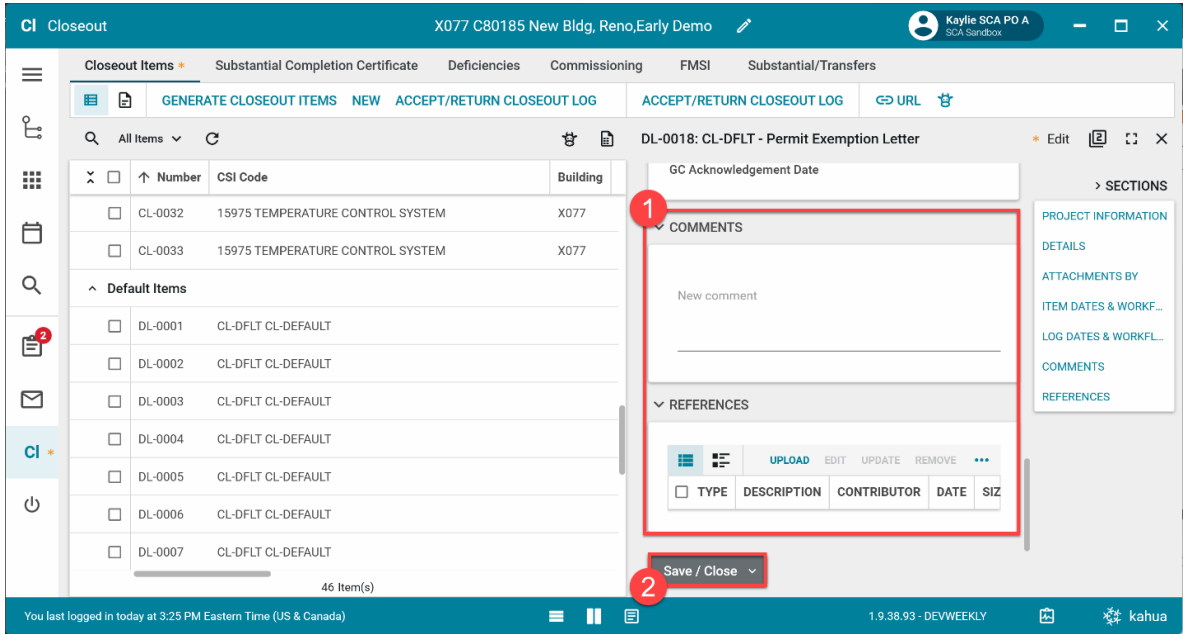
### PO Creates a New Default Item

1. Select **NEW** > Select the CSI Code **CL-DFLT**
2. Select a Document Type (Closeout Title will be autofilled)

The screenshot shows the 'Closeout Items' form in a web application. The 'NEW' button is highlighted with a red box and a '1'. The 'Details' section is expanded, and three fields are highlighted with red boxes and numbered '2' and '3': 'Number' (DL-0019), 'CSI Code' (CL-DFLT CL-DEFAULT), and 'Document Type'. The 'Closeout Title' field is autofilled with '07600 FLASHING AND SHEET METAL'.

3. **Comments** (optional)

4. **References:** Click **Upload** to attach documents
5. Click **Save / Close**

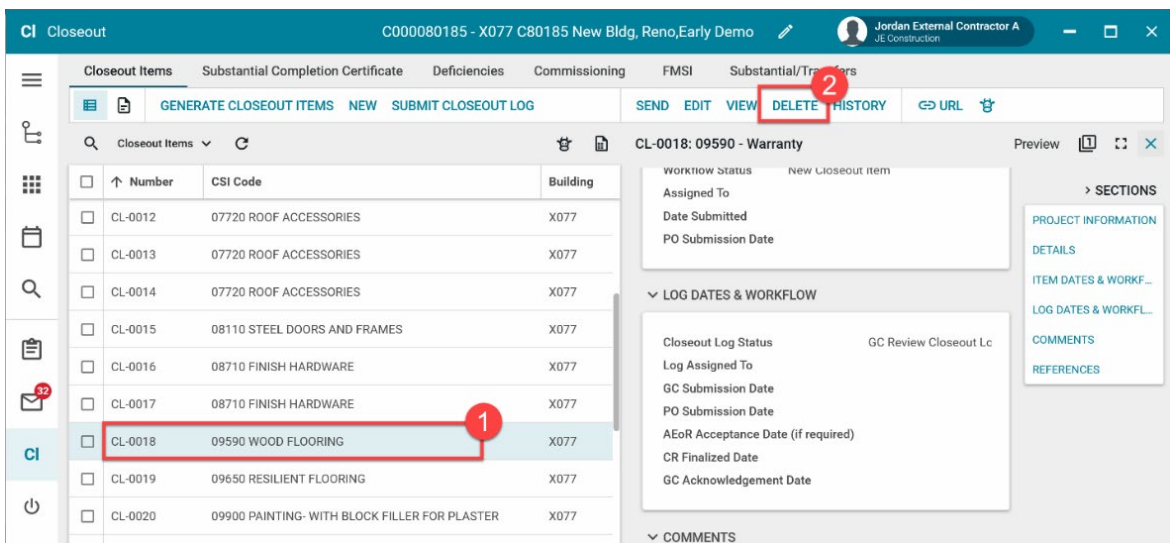


### PO Deletes Items

Closeout items are created and the log is in their ball-in-court. Or if the log is approved by PO and AEO, the Closeout Reviewer (CR) can delete items if required.

### Delete Single Item:

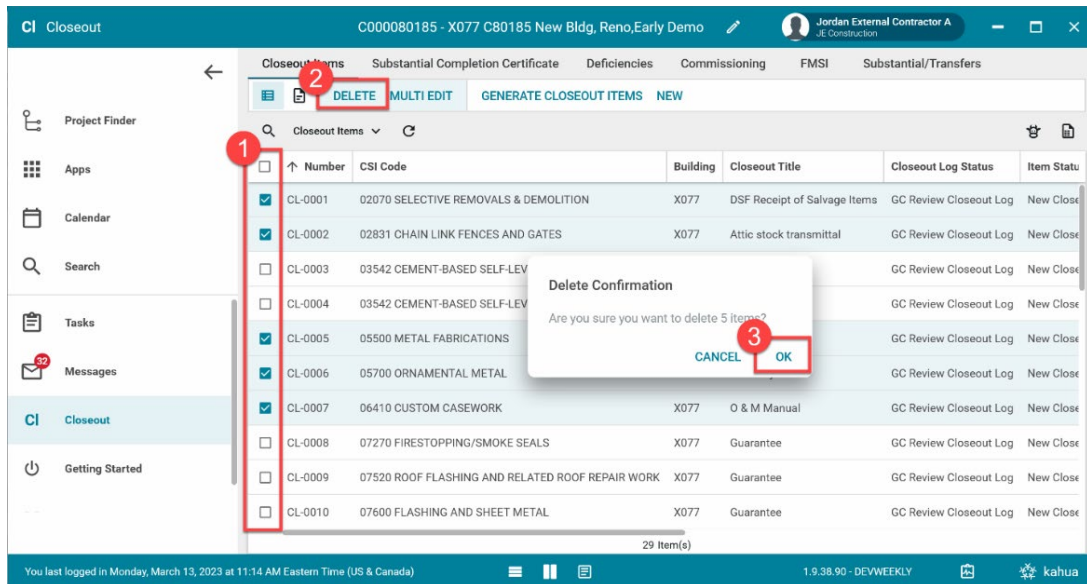
1. Select the desired closeout item (do not use the checkboxes)
2. Select **Delete** on the **top-right** of the record
3. Click **Ok** to confirm.





## Delete Multiple Items:

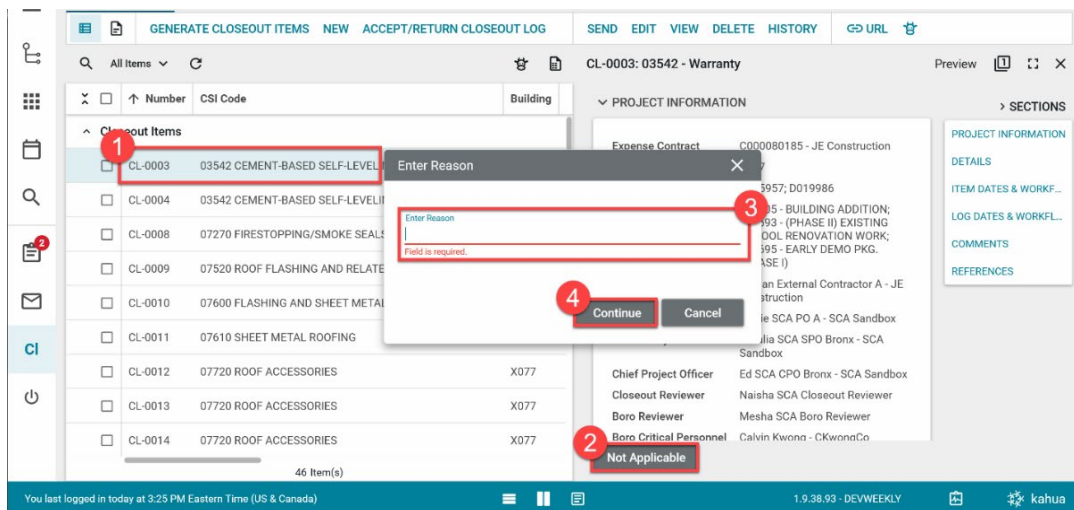
1. In the Closeout Items tab > Closeout Items view, **check the box** next to all desired closeout items
2. Click **Delete** above the list
3. Click **Ok** to confirm.



**Note:** Default items and items requiring AEOR review cannot be deleted. The deletion progress will show up on the bottom-right corner of the screen.

## PO Sets Item as Applicable/ Not Applicable

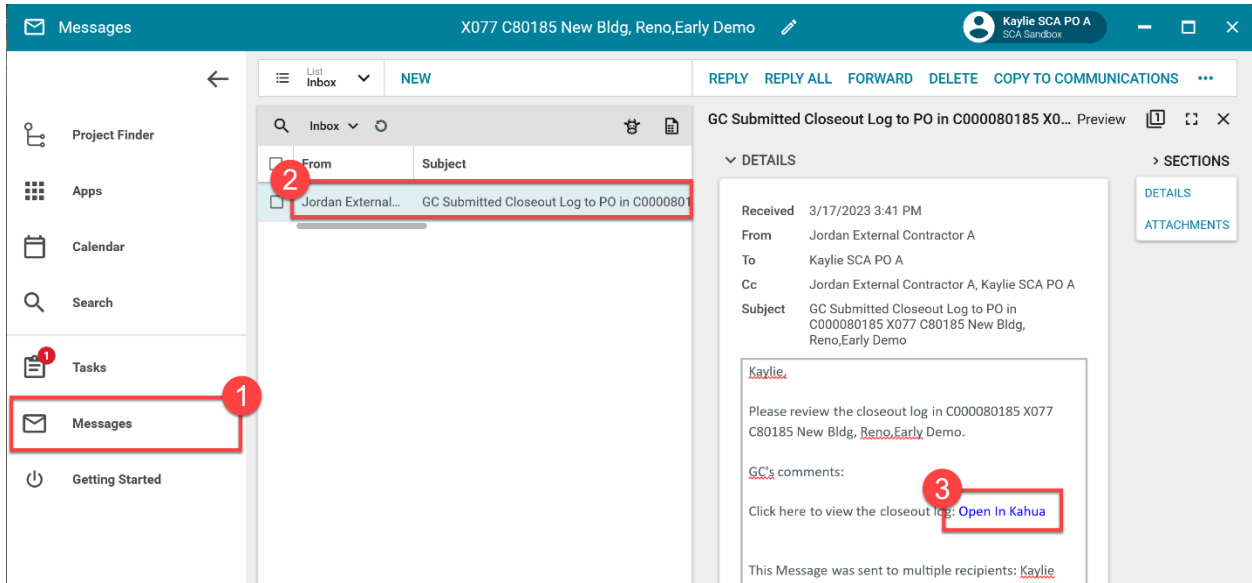
1. Select desired closeout item
2. Click **Set Applicable** or **Not Applicable**
3. Enter **Reason**
4. Click **Continue**



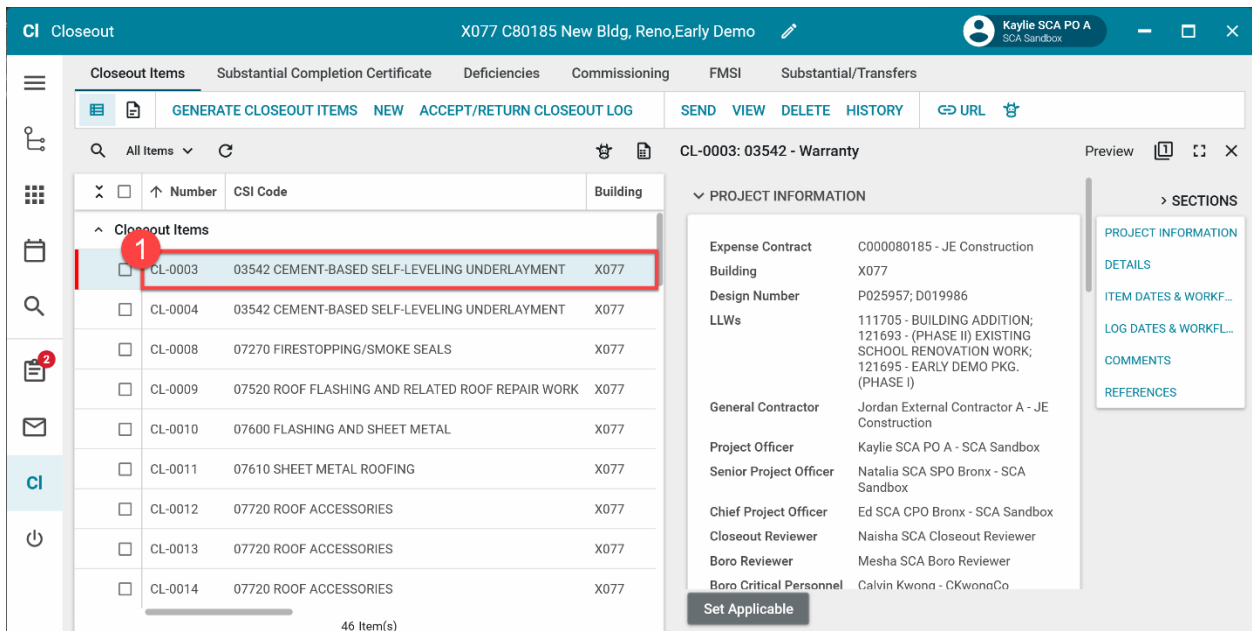
## PO Accepts Closeout Log

If there is an item requiring AEO approval, the log is sent to the AEO. Otherwise, log is sent to the CR to be finalized.

1. Go to **Messages** > Open message with subject PO Submitted Closeout Log > Select **Open in Kahua** OR go to **Tasks**, which will take you directly to the closeout log.

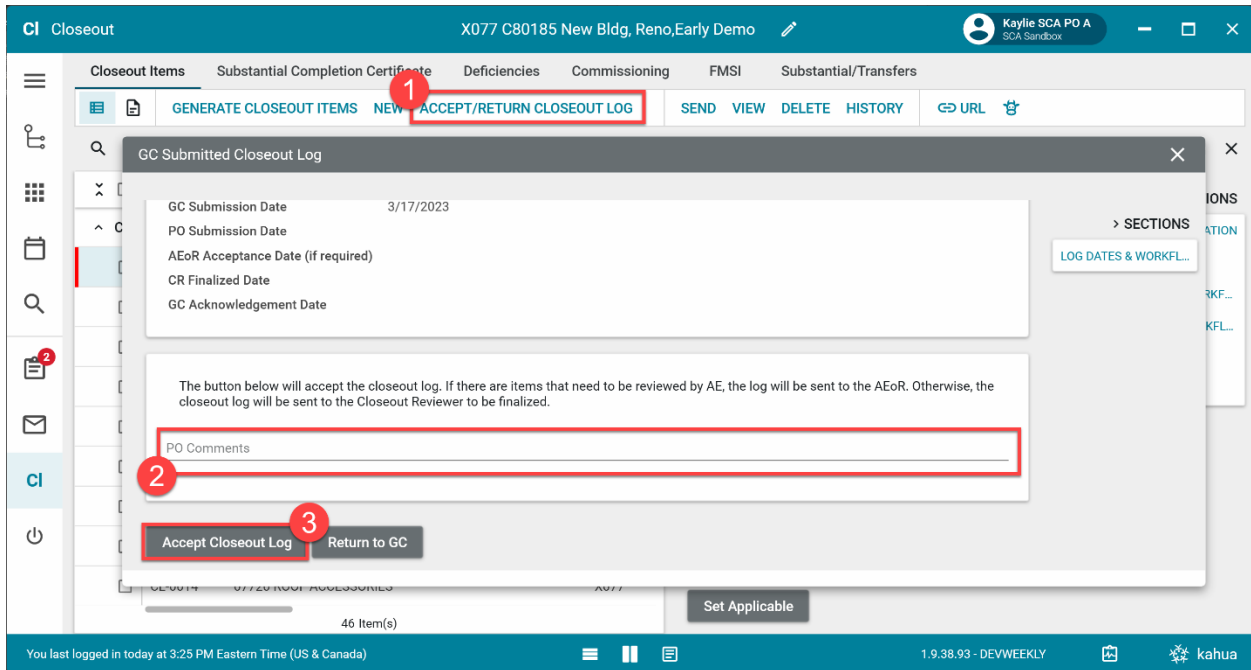


1. Select any closeout item (do not use checkboxes)

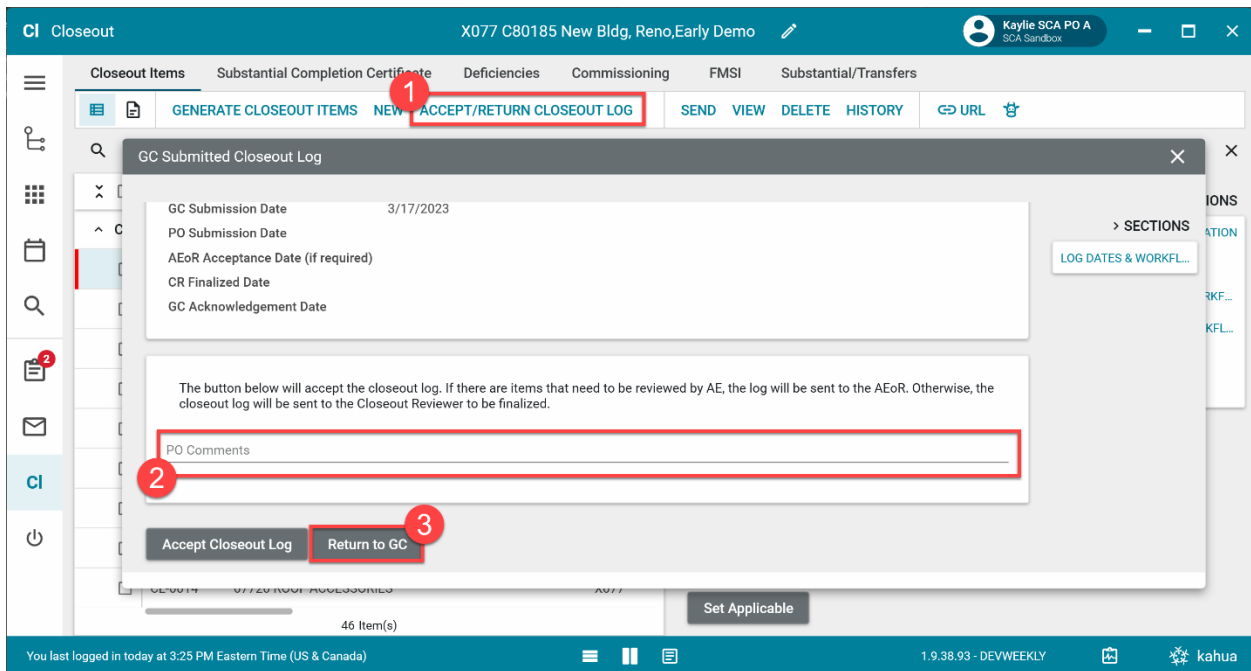


2. Click **ACCEPT/RETURN CLOSEOUT LOG**

**Option 1: Add comments (Optional)> Click Accept Closeout Log**



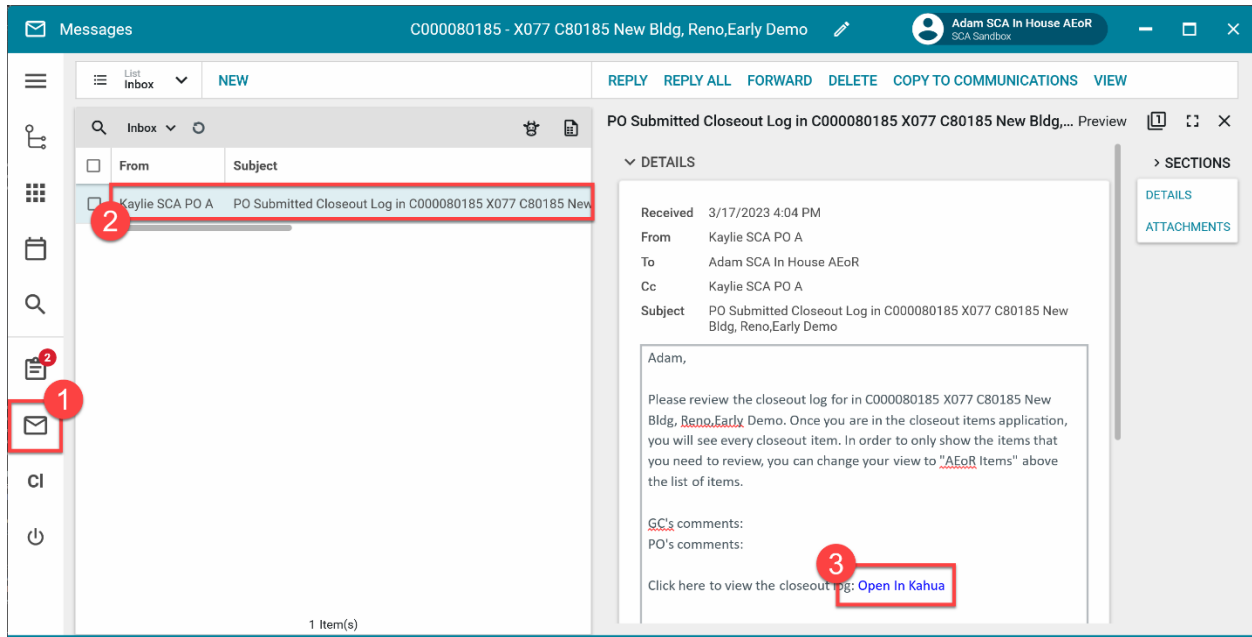
**Option 2: Add Comments (Required)> Click Return to GC**



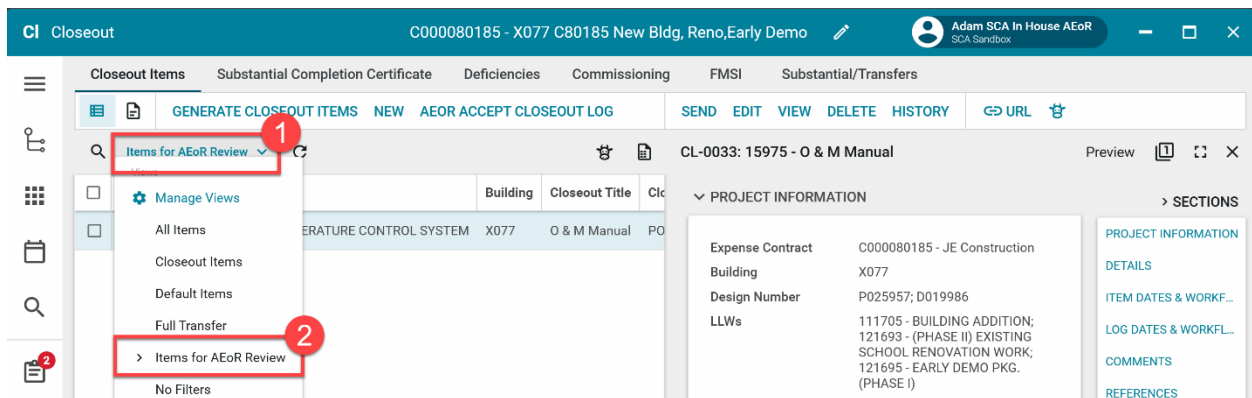
## AEoR Accepts Closeout Log

Closeout log has been accepted by the PO and contains items requiring AEoR review.

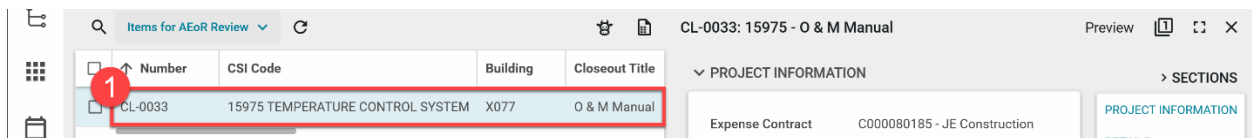
- Go to **Messages** > Open message with subject PO Submitted Closeout Log > Select **Open in Kahua** or go to **Tasks**, which will take you directly to the closeout log.



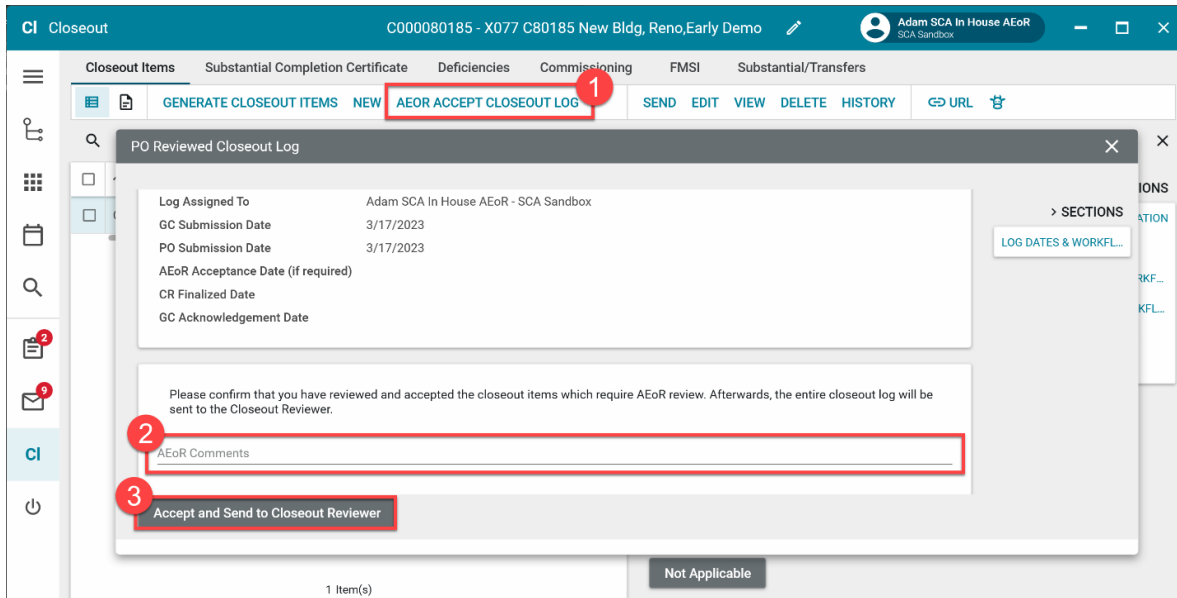
- Click the **View** menu
- Select **Items for AEoR Review**



- Select any closeout item (do not use checkboxes)

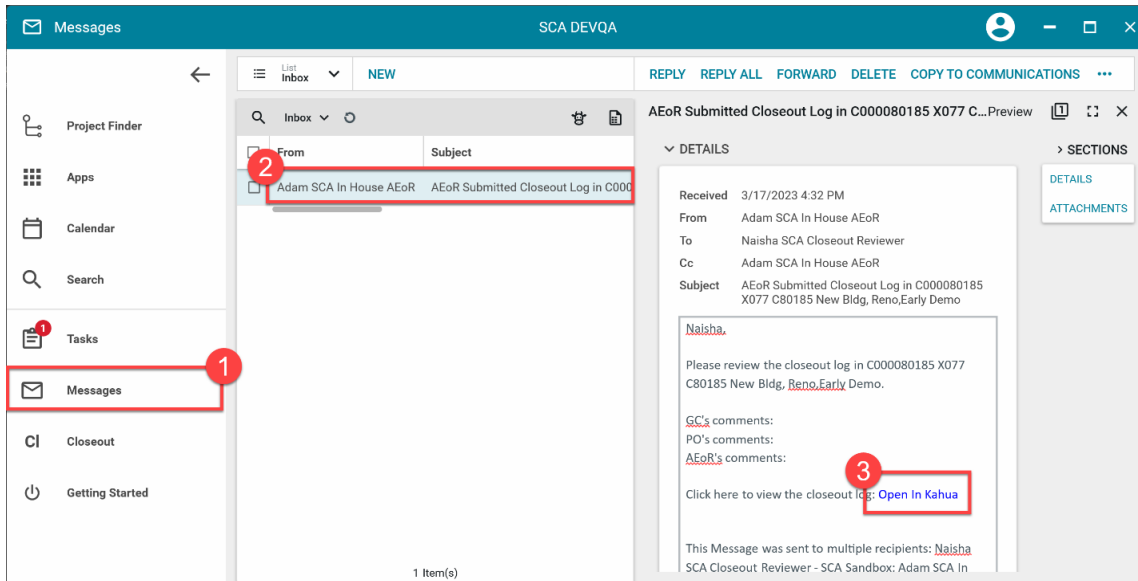


- Click **AEOR ACCEPT CLOSEOUT LOG**
- Enter comments (optional)
- Click **Accept and Send to Closeout Reviewer**

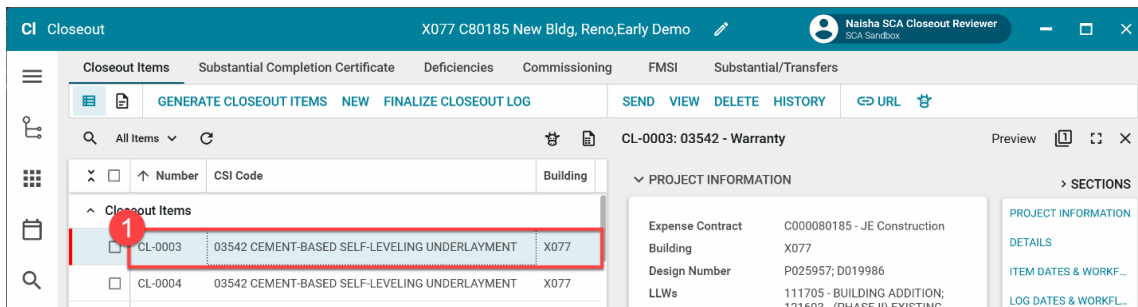


## Closeout Reviewer (CR) Finalizes Closeout Log

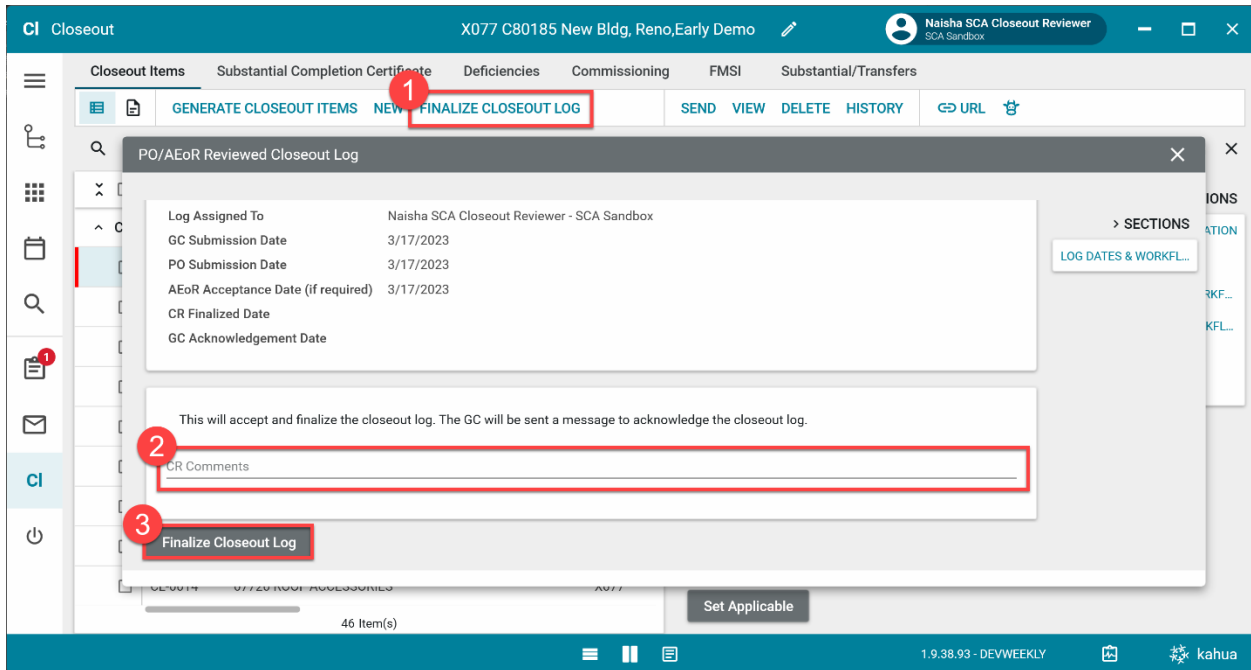
1. Go to **Messages** > Open message with subject PO Submitted Closeout Log > Select **Open in Kahua** OR go to **Tasks**, which will take you directly to the closeout log.



1. Select any closeout item (do not use checkboxes)

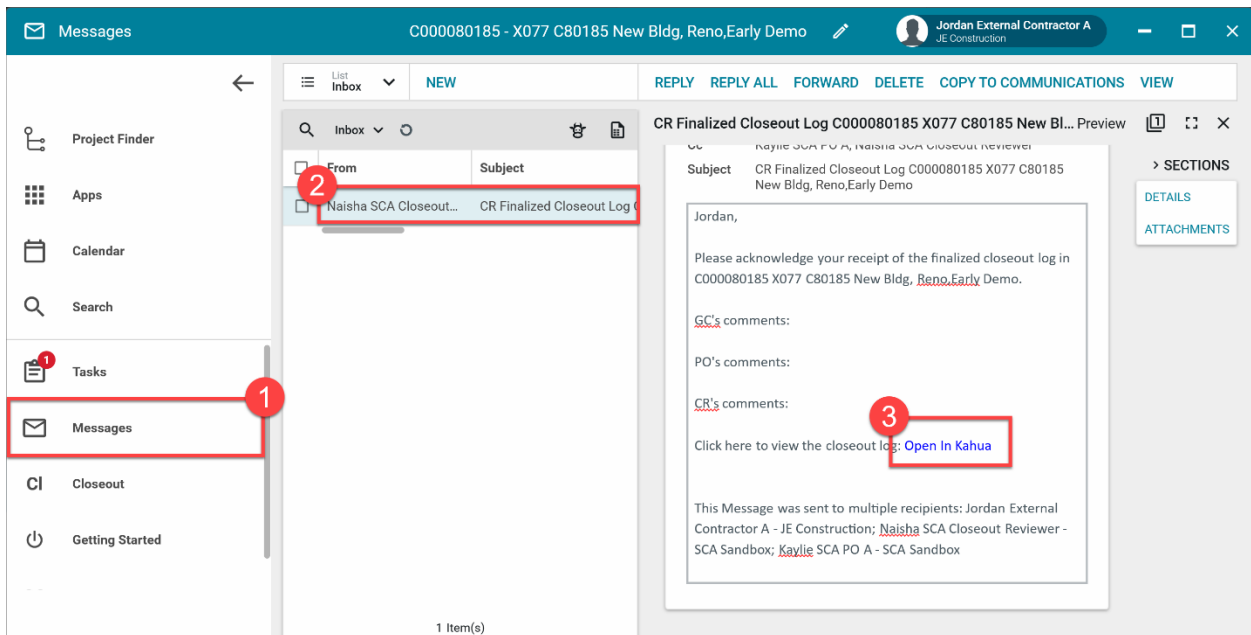


2. Click **FINALIZE CLOSEOUT LOG**
3. Enter comments (optional)
4. Click Finalize Closeout Log



## GC Acknowledges Closeout Log

1. Go to **Messages** > Open message with subject **PO Submitted Closeout Log** > Select **Open in Kahua** or go to **Tasks**, which will take you directly to the closeout log.



1. Select any closeout item (do not use checkboxes)

The screenshot shows the 'Closeout Items' interface for project 'C000080185 - X077 C80185 New Bldg, Reno,Early Demo'. The 'Closeout Items' tab is active, displaying a table of items. Item 'CL-0004' is highlighted with a red box and a red circle containing the number 1. The table columns are 'Number', 'CSI Code', 'Building', and 'Clo'. The right sidebar shows 'PROJECT INFORMATION' for 'CL-0004: 03542 - Guarantee'.

Number	CSI Code	Building	Clo
CL-0003	03542 CEMENT-BASED SELF-LEVELING UNDERLAYMENT	X077	Wa
CL-0004	03542 CEMENT-BASED SELF-LEVELING UNDERLAYMENT	X077	Gu
CL-0008	07270 FIRESTOPPING/SMOKE SEALS	X077	Gu
CL-0009	07520 ROOF FLASHING AND RELATED ROOF REPAIR WORK	X077	Gu
CL-0010	07600 FLASHING AND SHEET METAL	X077	Gu
CL-0011	07610 SHEET METAL ROOFING	X077	Wa
CL-0012	07720 ROOF ACCESSORIES	X077	Wa
CL-0013	07720 ROOF ACCESSORIES	X077	O &
CL-0014	07720 ROOF ACCESSORIES	X077	Atti
CL-0015	08110 STEEL DOORS AND FRAMES	X077	Wa

2. Click **ACKNOWLEDGE CLOSEOUT LOG**
3. Enter comments (optional)
4. Click **Acknowledge Receipt of Closeout Log**

The screenshot shows the 'GC Acknowledge Closeout Log' dialog box. The 'ACKNOWLEDGE CLOSEOUT LOG' button is highlighted with a red box and a red circle containing the number 1. The 'Acknowledge Comments' field is highlighted with a red box and a red circle containing the number 2. The 'Acknowledge Receipt of Closeout Log' button is highlighted with a red box and a red circle containing the number 3. The dialog box contains the following information:

Log Assigned To: Jordan External Contractor A - JE Construction  
GC Submission Date: 3/17/2023  
PO Submission Date: 3/17/2023  
AEoR Acceptance Date (if required): 3/17/2023  
CR Finalized Date: 3/17/2023  
GC Acknowledgement Date:

Please acknowledge your receipt of the finalized closeout log. After acknowledgement, you can begin to provide details and attachments for each closeout item.

Acknowledge Comments

Acknowledge Receipt of Closeout Log

## GC Attaches Documents to Closeout/Default Items

1. Select the desired item > Click **EDIT**

The screenshot shows the 'Closeout Items' interface for project C000080185 - X077 C80185 New Bldg, Reno, Early Demo. The user is logged in as Jordan External Contractor A. The interface includes a navigation bar with tabs for Closeout Items, Substantial Completion Certificate, Deficiencies, Commissioning, FMSI, and Substantial/Transfers. A table lists closeout items with columns for Number, CSI Code, Building, and Clo. Item CL-0010 (07600 FLASHING AND SHEET METAL) is highlighted. To the right, the 'PROJECT INFORMATION' section is visible, showing details like Expense Contract, Building, Design Number, LLWs, and General Contractor. A red box highlights the 'EDIT' button in the top navigation bar, and another red box highlights the selected item CL-0010 in the table.

2. In the **References** section, click **Upload** and select your document to attach (PDF, JPG, PNG)
3. Click **Save / Close**

The screenshot shows the 'References' section for item CL-0004: 03542 - Guarantee. The interface includes a navigation bar with tabs for All Items, Closeout Items, and a 'Save / Close' button. The 'REFERENCES' section is active, showing an 'UPLOAD' button and a table with columns for TYPE, DESCRIPTION, CONTRIBUTOR, DATE, and SIZ. A red box highlights the 'UPLOAD' button, and another red box highlights the 'Save / Close' button. The 'COMMENTS' section is also visible, showing a 'New comment' input field.

## GC Submits Closeout Items

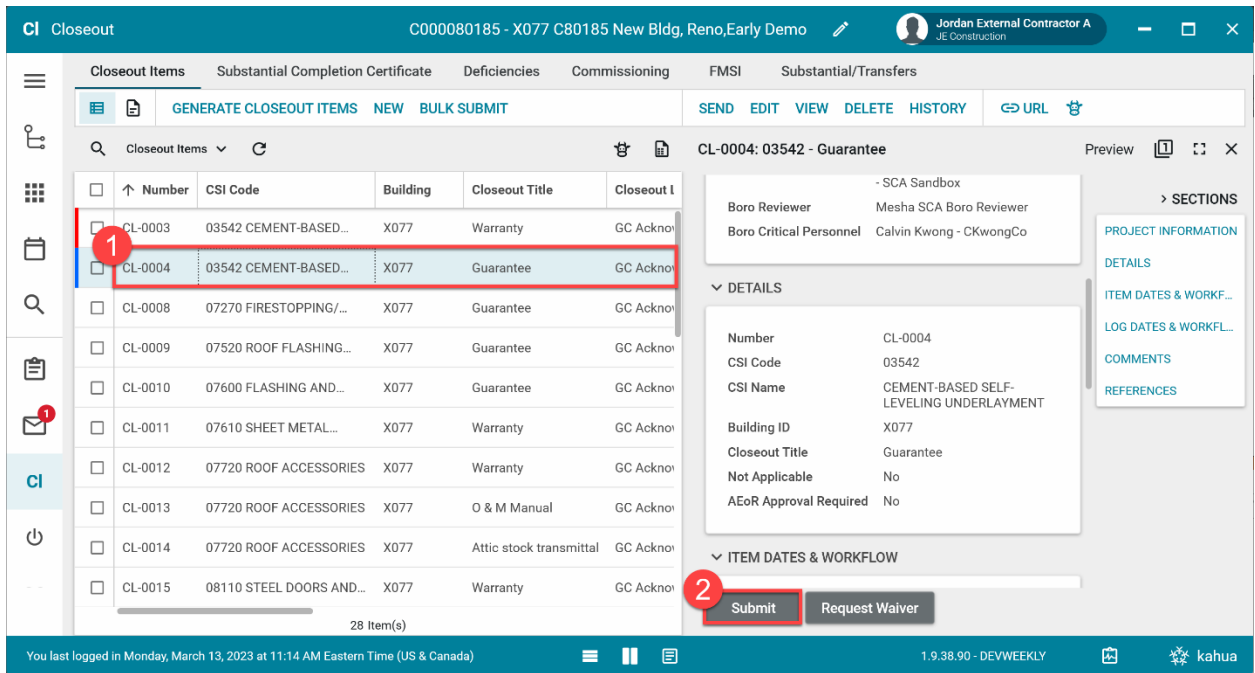
### Option 1: GC Submits Single Closeout Item with Attachments

Closeout item has attachments in the References section. Closeout item is sent to the PO for submission. A message will be sent to the PO for each item that is submitted.

1. Select the desired item > Click **Submit**

**Note:** If the item was previously returned, the button will be called Resubmit and requires a comment.

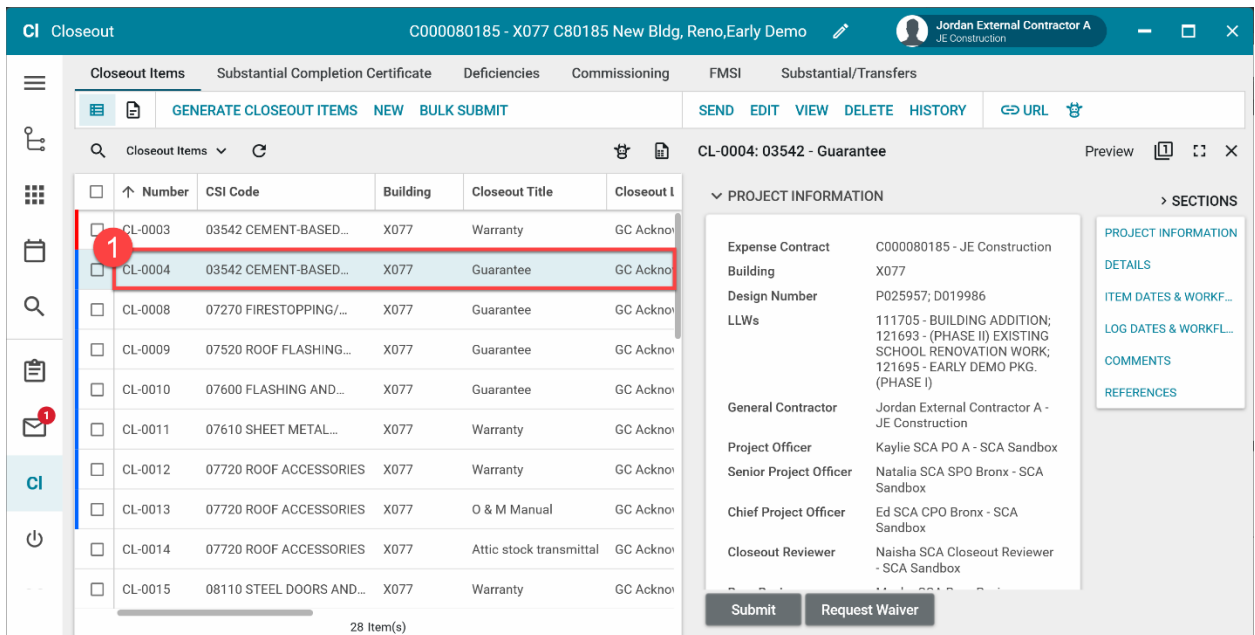




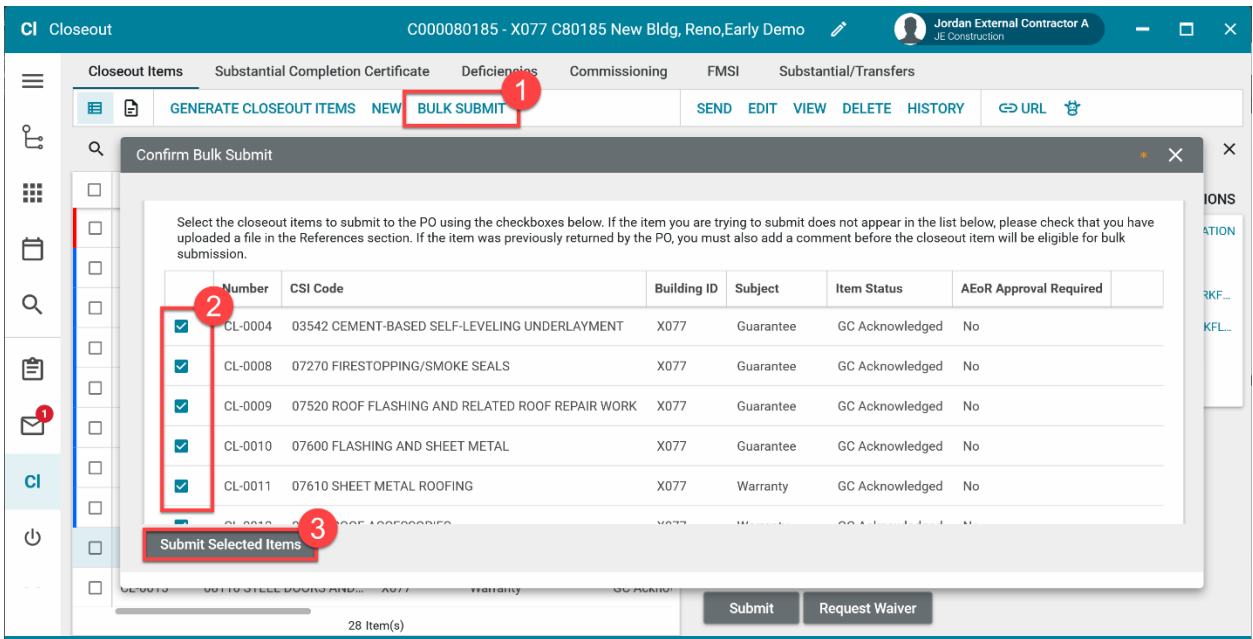
## Option 2: GC Submits Multiple Closeout Items

Closeout items have attachments in the References section. Returned items also require a comment to be added. Closeout items are sent to the PO for submission. A single message will be sent to the PO.

1. Select any closeout item (do not use the checkboxes)



2. Select **BULK SUBMIT**
3. Use the **checkboxes** to select which items to submit (every eligible item is selected by default)
4. Click **Submit Selected Items**



### Option 3: GC Requests a Waiver

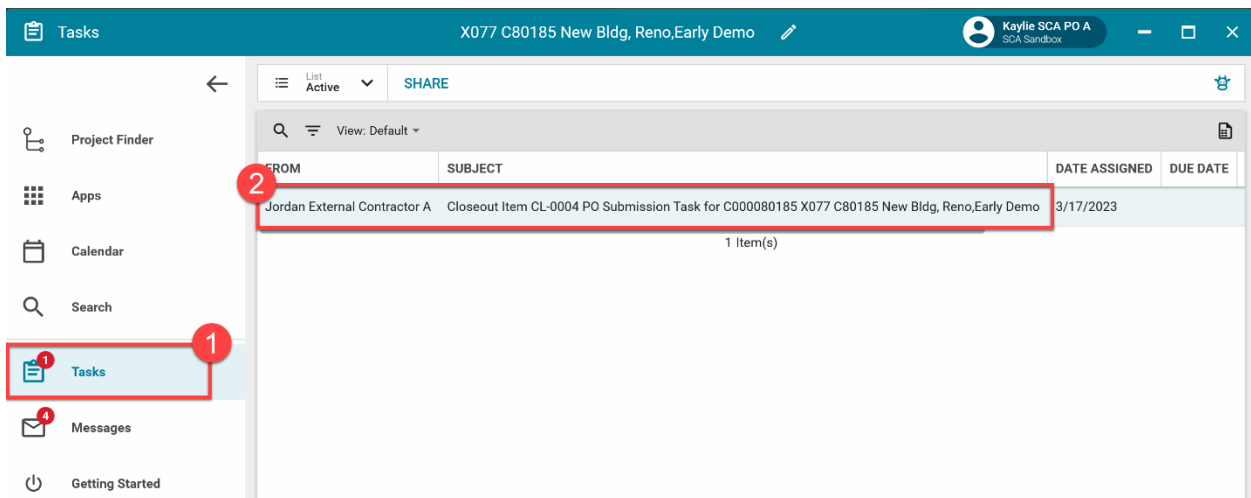
1. You might have a Bulletin that was issued etc. **Upload** all supporting documents.
2. Click **Request Waiver**



### PO Accepts or Returns the Closeout Item

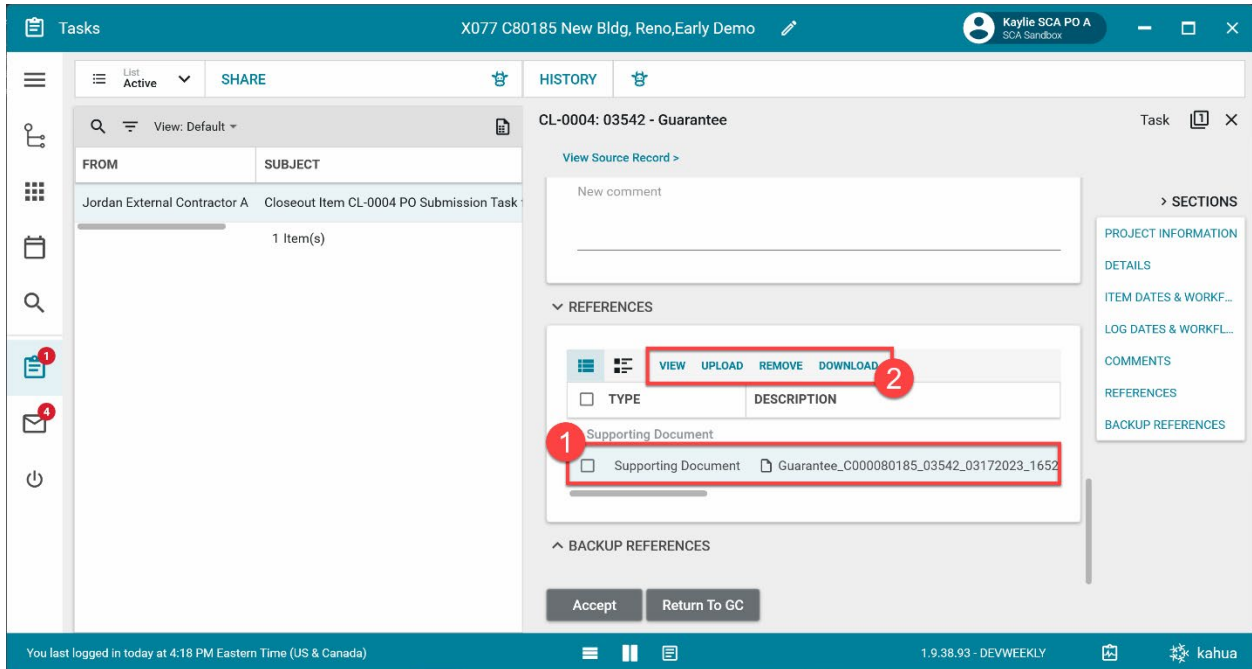
If item requires AEO, then the item is sent to the AEO for submission. Otherwise, item is ready for transfer.

1. Go to **Tasks** > Select the task with subject of PO Submission Task

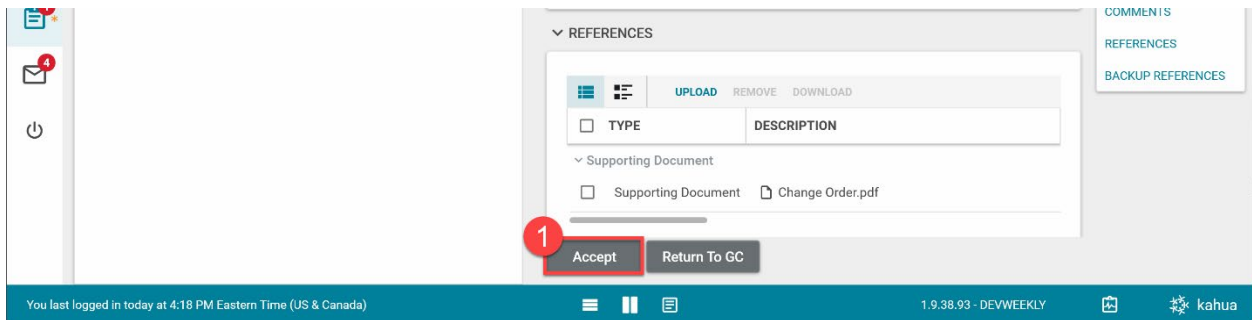


2. In the **References** section, select attached file
3. Click **View** or **Download** to see the file

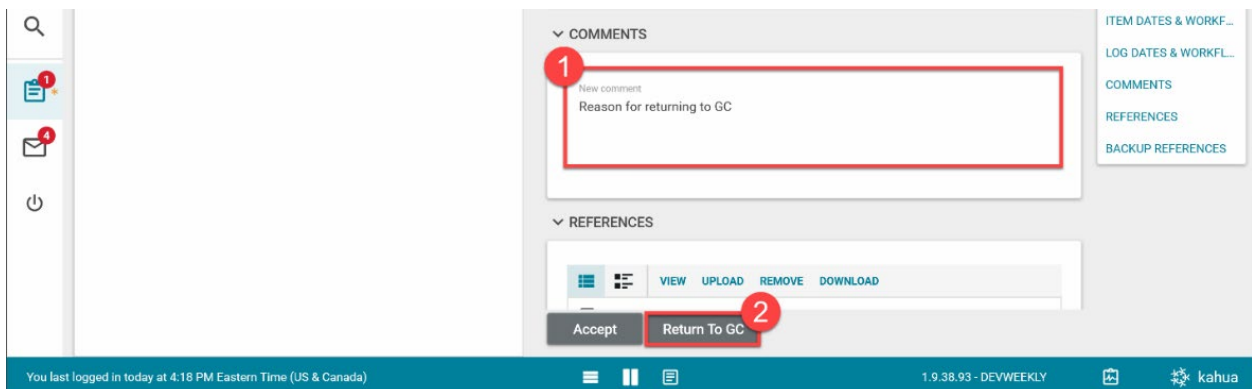
**Note:** To replace the file, you can click **Remove**, then click Upload to add a new file. All previous files can be viewed by expanding the Backup References section. The file will be renamed when accepting or returning the file to the GC, and a comment will be required.



### Option 1: Click Accept



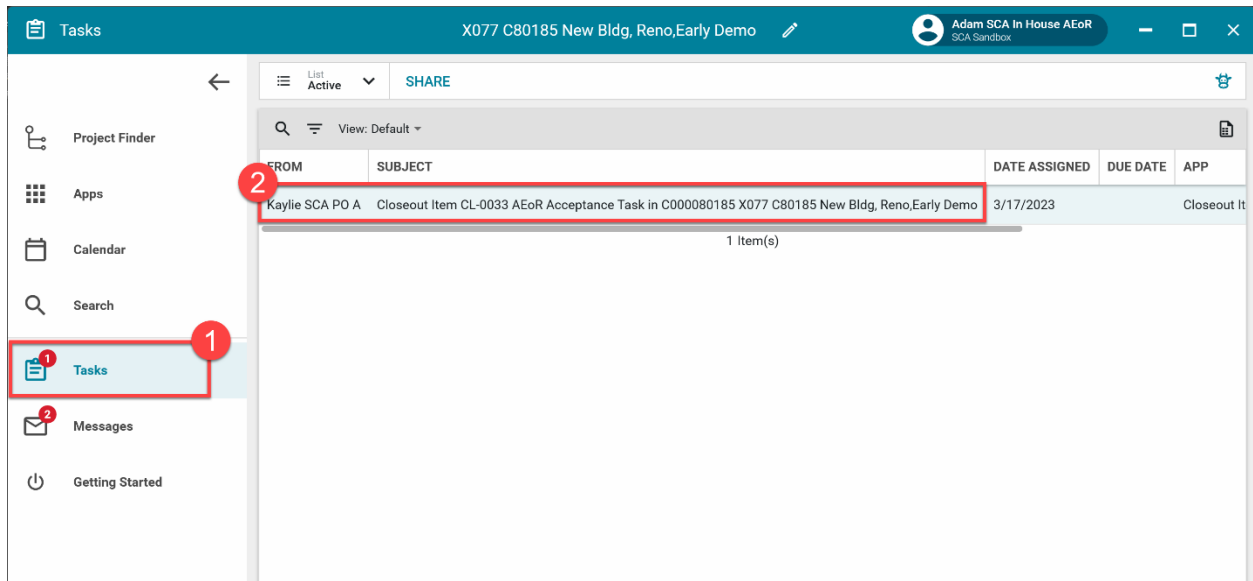
### Option 2: Enter **Comments (Required)**> Click **Return to GC**



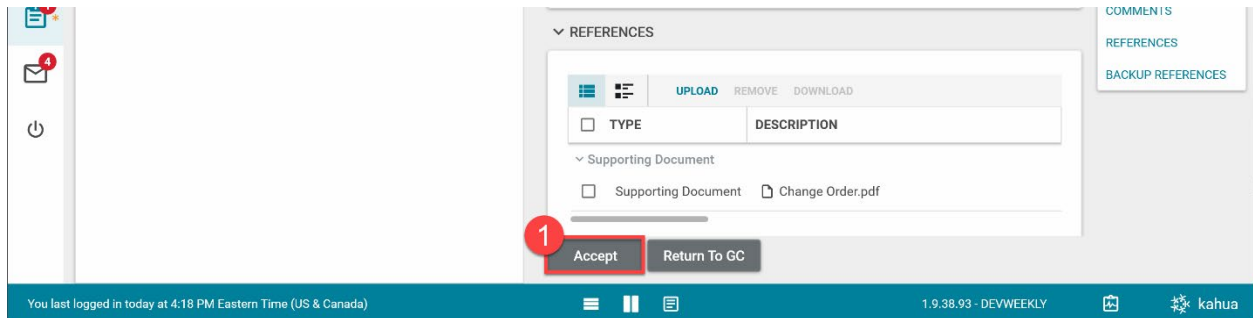
## AEoR Accepts or Returns the Closeout Item

Closeout item has been accepted by the PO and requires AEoR approval. Item is marked as ready for transfer.

1. Go to Tasks > Select the task with subject of AEoR Acceptance Task



### Option 1: Click Accept



### Option 2: Enter **Comments (Required)**> Click **Return to GC**

