

# Substantial Completion

The AIA G704-2017 (formerly AIA G704-2000)

## WHEN DO WE INSPECT?

**When** the contract between RMW and the Owner requires that the Architect certifies substantial completion, which happens in most of our projects since it is required by the AIA A201, RMW conducts and “Inspection of Substantial Completion” to determine if, in fact, the work (which includes construction plus administration tasks) is “*sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the work as for its intended use*”.

- This is the one time when the Architect “INSPECTS”.
- In our documentation and in our contracts we avoid assigning any “INSPECTION” to the Architect (RMW), except in this instance and at Final Completion.

## REMEMBER

The term “work” refers to the construction and to the services required for completing the Project. The Owner may include in the scope of “Substantially Completed Work” such items as the formal submission of “attic stock”, record documents, warranties, final surveys, LEED documentation, etc., as well as other activities such as commissioning.

## INSPECTION AND “PUNCH LIST”

When the Contractor estimates that the building is substantially complete, it will request that the Architect conducts a “Substantial Completion Inspection”. Prior to the inspection, the Contractor will prepare a list of incomplete items (the “Punch List”) among other documentation.

- In our experience, the “Punch List” is prepared by RMW even though the contract assigns this task to the Contractor. If you prepare this list, before going to the job site, review the minutes of the project’s past progress meetings to identify items that needed to be added or corrected at one point during construction so you can verify if it was done.
- Complete the “Punch List” according your observations.
- If you determine that the work is substantially complete, fill-in the AIA G704 and send it along with the updated “Punch List” for approval and signature to the Owner and the Contractor. The Owner may include additional requirements such as commencement of move-in by occupants and other matters.
- A senior member of RMW, preferably the person who signed the Drawings, should carefully review the content and language of the “Punch List” and the data in the Certificate of Substantial Completion.
- By signing this form, the Owner, Architect, and Contractor agree on the time and cost to complete the work, on the date the Owner will occupy the work, and on the responsibilities for maintenance, insurance, utilities, etc.
- If you determine that the work is **NOT** substantially complete, then set a future date for a new inspection (usually the period of time between inspections is in the Specifications or in the General Conditions of the Contract). Typically, in our contracts, the Contractor is charged for the Architect’s fees resulting from this second inspection.

Photographs, videos, or other media cross-referenced to the Drawings can be inserted in the “Punch List” to better describe incomplete or missing items of work.

## WHERE TO FIND THE AIA G704

The following people have the AIA Documents program in their computers and can download the document for your use:

- SF: Felice Rosario and Stephanie Sims
- SAC: David Crawford
- SJ: Steve Stenton

## HOW IS THE DOCUMENT PROCESSED?

The document is downloaded in Word.

- Fill in the information you need except signatures.
- Return the file to the person who has the AIA documents program and she/he will process the document for you.



**THE CERTIFICATE OF SUBSTANTIAL COMPLETION IS SIGNED BY THE PROJECT'S PRINCIPAL** who signed the contract documents (drawings and specs).

## WHAT IS INCLUDED IN THE G704 WARRANTY

Refers to the Contractor's "General Warranty", usually one year from the date of Substantial Completion.

## ARCHITECT'S SIGNATURE


By signing this, the Architect (RMW's principal) certifies that the work is substantially completed. Certifications are very serious and carry legal consequences if not valid.

## DATE OF ISSUANCE

This is the date when the duration of the majority of the warranties of the components of the Work (building envelope, finishes, equipment, etc.) begins.

## COST OF INCOMPLETE WORK

Estimated by the Contractor for completion of the work described in the approved "Punch List" and accepted by the Architect and the Owner.


**AIA® Document G704™ – 2017**

**Certificate of Substantial Completion**

<b>PROJECT:</b> <i>(name and address)</i>	<b>CONTRACT INFORMATION:</b> Contract For: Date:	<b>CERTIFICATE INFORMATION:</b> Certificate Number: Date:
<b>OWNER:</b> <i>(name and address)</i>	<b>ARCHITECT:</b> <i>(name and address)</i>	<b>CONTRACTOR:</b> <i>(name and address)</i>

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.  
*(Identify the Work, or portion thereof, that is substantially complete.)*

<b>ARCHITECT</b> <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION
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**WARRANTIES**  
The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:  
*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

**WORK TO BE COMPLETED OR CORRECTED**  
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:  
*(Identify the list of Work to be completed or corrected.)*

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within ( ) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:  
*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

<b>CONTRACTOR</b> <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE
<b>OWNER</b> <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE

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