



# AIA® Document G704® – 2017

## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> West Monroe Indoor Sports Complex	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: September 27, 2021	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 001 Date: January 4, 2024
<b>OWNER:</b> <i>(name and address)</i> City of West Monroe 2305 North 7th West Monroe, LA 71291	<b>ARCHITECT:</b> <i>(name and address)</i> Timothy M. Brandon, Architect A.P.C. 103 Cypress Street West Monroe, LA 71291	<b>CONTRACTOR:</b> <i>(name and address)</i> Lincoln Builders of Ruston, Inc. P.O. Box 400, Ruston, LA, 71273-0400

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.)*

Entire project

Timothy M. Brandon,  
Architect A.P.C.

  
SIGNATURE

Timothy M. Brandon,  
CEO

PRINTED NAME AND TITLE

1-5-24

DATE OF SUBSTANTIAL COMPLETION

### 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.)*

January 4, 2024

### 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.)*

See attached punch list.

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 forty-five (45) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$133,720.00

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.)*

Owner to assume the above responsibilities at 12:00 AM on January 4, 2024.

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

Lincoln Builders of Ruston,  
Inc.

CONTRACTOR *(Firm Name)*

  
SIGNATURE

Jerry Brasher, Vice  
President

PRINTED NAME AND TITLE

1-5-2024

DATE

City of West Monroe

OWNER *(Firm Name)*

SIGNATURE

Staci Mitchell Albritton,  
Mayor

PRINTED NAME AND TITLE

DATE



## Remaining Punch List Items as of 1/3/24

12/13/2023		West Monroe Sports Complex - Architectural Punch List				
Item #	Title	Description	Responsibility	LBR Response (if applicable)	Cost Impact	Complete
12	Building signage / metal panels	Complete building signage installation and metal panel installation	JB Drywall	To be complete 1/5/24	\$100,000.00	
13	Parapet cap	Complete parapet cap installation	Terry's Roofing	To be complete 1/10/24	\$1,000.00	
15	Exterior concrete	All exterior concrete shall be clean and have no silt / dirt on i	LBR	Powerwashing beginning 1/8/24	\$250.00	
23	Concrete	All concrete shall be cleaned	LBR	Powerwashing beginning 1/8/24	\$250.00	
30	Caulk	All sealant on concrete shall be removed unless intended for the joint as designed. There shall be no sealant on concrete	GDA	To be complete 1/5/24	\$250.00	
42	Mullions	Clean all mullions. All mullions and brake metal shall be free from any dirt.	Superior Cleaning		\$500.00	
47	Brick	Clean brick	DRP		\$250.00	
48	Concrete	Clean exterior concrete	DRP	Powerwashing beginning 1/8/24	\$100.00	
57	Exterior stairs	Remove all stickers from stairs, and all wires from handrails	LBR		\$250.00	
58	Metal panel trim	Install metal panel trim on all metal panels. Typical.	JB Drywall		\$1,000.00	
62	Exterior concrete	All exterior concrete shall be cleaned	LBR	Powerwashing beginning 1/8/24	\$250.00	
63	Sealant around columns	Provide sealant around all exterior columns	GDA	to be completed 1/5/24	\$250.00	
65	Exterior metal panels	Complete the installation of exterior metal panel trim	JB Drywall	to be complete 1/5/24	\$500.00	
68	Landscaping	Install grass	Hydroseed		\$750.00	
71	Exterior downspout	Extend exterior downspout. Downspout appears to be cut off short.	Terry's Roofing		\$400.00	
76	Paint lintel	Paint lintel	Ruston Glass	Metal Trim as discussed	\$200.00	
82	Concrete around exterior columns	All concrete shall be cleaned	LBR	Powerwashing beginning 1/8/24	\$500.00	
83	Stain concrete to match adjacent	Stain concrete to match adjacent	Louisiana Concrete		\$100.00	
93	Clean/repair door		LBR		\$250.00	
103	Gypboard	Screws in gypsum board shall not be visible	Insight		\$250.00	
120	Fixed seating	Install fixed seating as shown on drawings	LBR	to be installed 1/4/24	\$10,000.00	
124	Exterior concrete wall	Clean exterior concrete wall	LBR	Powerwashing beginning 1/8/24	\$500.00	
131	Room locked. Unable to access.					
136	Clean door		Superior Cleaning		\$25.00	
140	Install backsplash/clean millwork		Insight		\$200.00	
146	Door hardware	Door hardware is damaged. Replace if it cannot be restored as new.	LBR		\$400.00	
156	Sink?		Byrnes	to be complete 1/4/24	\$250.00	
192	Ada bench	Provide missing ADA bench	LBR		\$500.00	
193	Part	Parts appear to be damaged. Replace.	Byrnes		\$150.00	
200	Ada bench	Provide missing ADA bench	LBR		\$750.00	
209	Floor	Material on surface of concrete. Flooring is stained and not consistent	Louisiana Concrete		\$350.00	
221	Sealant	Sealant doesn't have consistent texture	GDA		\$75.00	
226	Corner	Complete corner. Corner appears unfinished.	JB Drywall/BB Paint		\$250.00	
229	Caulk joint at CMU		GDA		\$50.00	
235	Remove markings from tilt wall panels – typical				\$100.00	
241	Urinal screens	Confirm if ceiling mount urinal screens are to be removed. I believe this was removed via change order	Beene	Floor mounted installed prior to change order. If removed will reveal markings @ floor	TBD	
242	Joint	Joint isn't consistent	Louisiana Concrete			
258	Chalk line	Remove chalk line from concrete wall			\$350.00	
265	Repair damaged p. lam door		LBR		\$250.00	
269	Door	PLAM chipped. Repair or replace door as needed	LBR		\$200.00	
277	Door closure	Door closure not working properly. Ensure this works as designed	Beene		\$50.00	
283	Remove chalk line from tilt wall panel				\$200.00	
290	Cap	Complete installation of cap. Coordinate color with architect. No exposed screws shall be seen from any face on cap	JB Flooring		\$100.00	
293	Hole	Patch holes in walls	LBR		\$150.00	
321	Install Joint Sealant	Install Joint Sealant	GDA		\$500.00	
323		clean and apply cold galvanizing product on steel stairs	LBR		\$1500.00	
324		install sealant around column bases	GDA	duplicate	\$200.00	
326		Score and fill crack with joint filler	Louisiana Concrete		\$1500.00	
331		Provide engraved nameplates securely fastened to all exterior mechanical equipment	Byrnes		\$300.00	
335		Provide Test & Balance report per Specification 230593	Byrnes		\$500.00	
351		Install shower curtain rod	Byrnes		\$50.00	