



AIA[®]

Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: Phase 2 Sheriff's Office Renovation
for Baldwin County Commission

CONTRACT INFORMATION:
Contract For: General Construction/Renovation
Date: December 19, 2024

CERTIFICATE INFORMATION:
Certificate Number: 1
Date: January 22, 2026

OWNER: Baldwin County Commission
312 Courthouse Square, Suite 12
Bay Minette, AL 36507

ARCHITECT: PH&J Architects, Inc.
807 South McDonough Street
Montgomery, AL 36104

CONTRACTOR: JNB Services, LLC
467 South Daleville Avenue
Daleville, AL 36322

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.)

PH&J Architects, Inc.

Patrick T. Addison, VP

January 22, 2026

ARCHITECT (Firm Name)

SIGNATURE

PRINTED NAME AND TITLE

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.)

N/A

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.)

Punchlist prepared by PH&J Architects and consulting Engineers is attached.

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
(30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$ TBD for any items remaining after 30 days from Substantial Completion

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 will provide security, heat, utilities, and insurance from date signed by Owner below.

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

JNB Services, LLC

Justin Truelove - PM

2/20/26

CONTRACTOR (Firm Name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

OWNER (Firm Name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



Founded 1957 ♦ Pearson, Humphries, & Jones Architects

Patrick T. Addison, AIA Harrell G. Gandy, AIA Renis Jones III, AIA
Brian J. Klinkhammer, AIA Steven R. Hall, AIA

**Baldwin County Sheriff's Office Phase 2
Preliminary Punch List –December 16, 2025**

General Notes- Clean all glass inside and outside
Verify/adjust function of all room sensors for lighting
Rework LVT at all door frames and/or caulk frames to floor

120- Install toilet paper holder.

126 Corridor – Clean ceiling edge molding

117 Receiving – Patch holes
Remove any unused equipment remaining on walls.
Paint walls

116- Repaint walls
Clean device plates

122- Clean shelves
Paint/clean south wall

123- Missing base
Touchup wall at and above switch plate

124- Touchup west wall at data plate
Fix base southeast corner
Clean device plates

125- Correct base in southeast corner
Touchup east wall
Touchup north wall

115- Clean door frame
Touchup walls

114- Touchup wall at data outlet on south wall
Clean floor and base along south wall

113- N/A

112- Touchup wall at thermostats
Touchup wall over base at south wall
Touchup around door frame

111- Clean door frame
Touchup wall at thermostat
Touchup north wall
Clean ceiling grid in southwest corner

110- N/A

109- Straighten wall base
Remove object creating a knot under the base on south wall beside door.

108- Correct base at corner
Install shelves
Adjust doors on cabinets for fit and alignment

Reception Area – Touchup cased opening
Work on ceiling molding at wing wall

Lobby – Complete wood trim
Complete security window/countertop/deal tray
Clean paint off fire alarm device

101 – Grout wall tile
Install grab bars and toilet tissue dispenser
Caulk wall tile to ceiling mold

103- Install urinal screen
Adjust toilet partition door for alignment
Install grab bars and toilet tissue dispenser
Clean toilet partition door hinge
Caulk sink and plumbing fixtures
Touchup door frame

104- Clean marks off tile at the toilet partition overhead brace (pencil marks on tile)
Grout tile
Touchup tile at northeast corner beside door

107- Straighten outlet, high and low, on west wall
Touchup paint on west wall
Clean return grill
Clean ceiling grid in front of door 105

Kitchen/Janitor's Closet – Complete work in these areas
Relocate FEC located behind door

Ramp – Complete ramp flooring and railings

146- Install shelves
Adjust ceiling grid in northwest corner
Touchup cased opening frame
Touchup wall at data outlet on south wall

Corridor @ 146- Touchup walls and door frames
Clean ceiling grid
Install expansion joints in north wall (install at a door frame for shortest joints).
Seat all ceiling tiles

144- Clean light fixture lens
Touchup north wall under data outlet
Rework base in northeast corner

142- Sand/mud wall at switch and over base and repaint south wall
Touchup door frame
Touchup wall under door stop on north wall

141- Rework drywall at north and east walls at outlets and repaint wall
Straighten base on east wall

139- Clean floor and base
Grout tile
Wet spot showing again on ceiling tile in front of shower
Clean shower
Caulk wall tile to ceiling edge mold
Install shower rod
Clean pencil marks off wall tiles
Grout beside light switch

137- Straighten ceiling edge mold on north wall
Touchup paint at and under all wall outlets

135- Touchup south wall at data outlet

133- Touchup all walls with miscellaneous marks
Door lock not functioning correctly

132- Complete flooring

134- Clean device plates

Corridor at 128 and MDF Room – Touchup wall and base

128- Straighten outlets on south wall

Training Room- Touchup east wall

Clean and touchup exterior door on east wall

Install FEC

Clean glass and existing storefront doors and frames

Punch Items from County:

116-Touchup walls

141- Correct minor carpet issue and patch sheet rock around outlet

144- Remove adhesive / mud from under the window

103- Stall door in the men's front bathroom is sticking / swollen

GUNN & ASSOCIATES P.C.

FINAL OBSERVATION REPORT

TO: Jim Hagan/Patrick Addison – PH&J Architects, Inc.

FROM: Hank Lubert – Gunn & Associates P.C.

PRESENT AT SITE: Hank Lubert – Gunn & Associates P.C.
Patrick Addison – PH&J Architects, Inc.

DATE / TIME: January 22, 2026
G & A Job #24-169

RE: Phase II Sheriff's Office Renovations
for Baldwin County Commission
Bay Minette, Alabama

Contractor: Bagby & Russell Electric Co. Inc.
Theodore, Al.

The purpose of this memorandum is to document our walk-thru on January 22, 2026. We have prepared a punchlist of incomplete or deficient construction items as noted below:

I. Electrical – Final Observation Report:

1. Provide "Arc Flash Warning Label" per plans and specs.
2. Provide Certificate of Completion for the Fire Alarm System in accordance with NFPA 72.
3. Panels shall have permanent circuit numbers for panels.
4. Clean interior and exterior of panelboards as needed.
5. Label ground conductors per plans and specs.
6. Date Fire Alarm batteries.
7. Label circuit breaker in Panel "DPEQ" as required.
8. Verify TVSS unit is working correctly.

Please review these items and give me a call at 334/ 285-1273 if you have any additional questions or comments.

Hank Lubert

Gunn & Associates P.C.

3102 Highway 14

Millbrook, Alabama 36054

PH- 334)-285-1273 ex. 204

E-mail- lubert@gaengineers.com



ZGOUVAS, EIRING & ASSOCIATES
CONSULTING ENGINEERS, INC.

BALDWIN CO. SITE VISIT

January 22, 2026

1. Install cane apron on EWC.
2. Flue and combustion air assembly for water heaters require UL 1738 Assembly as specified. PVC pipe is not allowed
3. Paint and identify exposed gas piping.
4. Identify gas piping above ceiling.
5. Comb. chamber drain line to dilution to be CPVC as specified.
6. Some automatic flush valves are not working properly.
7. Install locking covers on all wall mounted thermostats, sensors, etc. and identify as specified in Section 15010.
8. Interior condensate drain lines to be copper as specified.
9. Insulate all interior condensate drain lines as specified.
10. Install condensate obstruction switches on all AC equipment as specified.
11. Identify all HVAC equipment as specified.
12. All condensate drain lines for RTU's to be SCH 80 PVC.

