

AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*

D S Parrott Middle School
19220 Youth Drive, Brooksville, FL 34601

CONTRACT INFORMATION:

Contract For: Roof and Soffit Replacement
Date: August 13, 2024

CERTIFICATE INFORMATION:

Certificate Number: 01
Date: July 16, 2025

OWNER: *(name and address)*

Hernando County School District
8016 Mobley Rd.
Brooksville, FL 34601

ARCHITECT: *(name and address)*

PBA Design Group, Inc.
2742 Jason St.
Tampa, FL 33619

CONTRACTOR: *(name and address)*

Ryman Roofing, Inc.
36413 SR 54
Zephyrhills, FL 33541

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.)

PBA Design Group, Inc
ARCHITECT *(Firm Name)*


SIGNATURE

H. Howard Piper
PRINTED NAME AND TITLE

7/16/2025
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.)

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

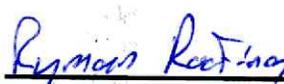
Sixty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$50,000

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:

 CONTRACTOR <i>(Firm Name)</i>	 SIGNATURE	Aaron Camarcho GM PRINTED NAME AND TITLE	7-16-25 DATE
HCSB OWNER <i>(Firm Name)</i>	 SIGNATURE	Richard Oakley PM PRINTED NAME AND TITLE	7-16-25 DATE

SUBSTANTIAL COMPLETION PUNCH LIST

DATE: 7/21/2025
SUBSTANTIAL COMPLETION DATE: 7/16/2025
NAME OF FACILITY: Parrott Middle School

Item	Inspector Name	Company	Item / Description	Request Date	Completion Date
1	Jimmy Beckham	PBA	Complete gutter / downspout installation	7/16/2025	
2	Jimmy Beckham	PBA	Complete fascia installation	7/16/2025	
3	Jimmy Beckham	PBA	The contractor is to turn mop sink 90 degrees in janitor's closet to allow space for retractable ladder.	7/16/2025	
4	Jimmy Beckham	PBA	Install new roof hatch and guards	7/16/2025	
5	Jimmy Beckham	PBA	Paint exposed fasteners as indicated on photographs	7/16/2025	
6	Jimmy Beckham	PBA	Repair damaged areas of site and provide final grading, if necessary, and provide sod.	7/16/2025	
7	Jimmy Beckham	PBA	Remove all temporary facilities, equipment, and materials.	7/16/2025	
8	Jimmy Beckham	PBA	Clean low-slope Roof Membrane	7/16/2025	
9	Jimmy Beckham	PBA	Contractor shall demonstrate that the irrigation system was repaired to the satisfaction of the owner	7/16/2025	
10	Jimmy Beckham	PBA	Contractor shall submit all closeout information		
11	Otto Letzelter	MTCI	Provide roofing system warranty and close out package to A/E	7/16/2025	
12	Otto Letzelter	MTCI	Complete corrections on Lightning Protection system per A/E walkthrough	7/16/2025	
13	Otto Letzelter	MTCI	Complete roof punch items identified during walkthrough	7/16/2025	
14	Otto Letzelter	MTCI	Complete roof access ladder and extensions	7/16/2025	
15	Thomas Giorlando	MTCI	Phoenix Engineerin will re-design a grounding system for Lightning Protection to remove from Elevator Mechanical and Electrical room.	7/16/2025	
16	Thomas Giorlando	MTCI	On cover inspection well outside of main entry that was cover by concrete.	7/16/2025	
17	Thomas Giorlando	MTCI	Finish tightening all Lightning Protection connections.	7/16/2025	
18	Thomas Giorlando	MTCI	Verify removal of existing antenna poles.	7/16/2025	
19	Thomas Giorlando	MTCI	Finish grading areas that were disturbed from new work.	7/16/2025	
	Bruce Stott	Phoenix Engineering	See Attached Electrical Punch List.		

SUBSTANTIAL COMPLETION PUNCH LIST

DATE: 16-Jul-25
 NAME OF FACILITY: Parrott Middle School / Lightning Protection System
 PROJECT NUMBER: 23-065
 INSPECTOR: Bruce Stott

First Inspection				Second Inspection	Third Inspection	Fourth Inspection			
#	Location	Discipline	Item / Description	Request Date	Completion Date	Request Date	Completion Date	Request Date	Completion Date
1.	B-1/R-205	Electrical	NEC 250.106 Lightning Protection System states: The lightning protection system ground terminals shall be bonded to the building or structure grounding electrode system. Currently the lightning protection system bonding conductor is connected to panelboard 1E10 in room #205. The grounding electrode system is established at the main electrical service. The panelboard is supplied by feeder conductors with an equipment grounding conductor, either by use of the raceway or by an equipment grounding conductor. Please bond the new lightning protection system to the HVAC electrical service grounding electrode system located on the north end of the classroom wing (Panelboard NMDP). Connect the HVAC service ground bar to the underground ground ring inside the ground rod test well adjacent to the service. Demolish all components of the grounding system connected to panelboard 1E10 and patch and paint holes in walls to match existing.						
2.	Exterior	Electrical	The ground test well located outside of electrical room #205 was covered by concrete by the masonry contractor. Test well lid shall be located and concrete slag removed to facilitate the removal of the no longer needed conductor between this connection and panelboard 1E1. The ground rod connection shall be accessible for future resistance testing. Ensure top of test well is not more than 1/4" below finished concrete surface so as to not create a tripping hazard.						
3.	General note	Electrical	Please see sheet E-1, Lightning Protection System(s) note #14 which states: Cable holders, clamps, and fasteners shall be an approved type of non-corrosive metal. Conduit straps should be stainless steel.						
4.	Exterior	Electrical	Flag poles: The flag poles are mechanically connected to the driven ground rods and shall be exothermically welded.						
5.	Roof	Electrical	Rooftop perimeter main conductor is not connected in several locations due to metal roof work not being complete. Complete connections as required.						
6.	Roof	Electrical	Existing owner installed communication mast located on the west side of the administration section of building one: The bonding clamp is loose and a low voltage cable is between the clamp and the mast. Remove cable from clamp and tighten the clamp wrench tight.						
7.	Roof	Electrical	New roof hatch was not installed at the time of inspection. New roof hatch shall be bonded to the lightning protection system.						
8.	Exterior	Electrical	Ensure paint is removed at fence post clamp connections.						
9.	Chiller Yard	Electrical	One of the bonding connections to a chiller was observed to be loose at the time of inspection.						
10.	Close Out Docs	Electrical	Lightning Protection Contractor shall provide asbuilt record drawings that show the following with the close out documents: (1) For underground conductors, show installed routing with dimensions off the building(s). (2) Show down conductor locations. (3) Show all test well locations.						
11.	Close Out Docs	Electrical	Sheet E1, Lightning Protection System note # 24: Provide a ground loop conductor (GLC) continuity test, wire to wire test resistance. Submit written results of the test. Statement shall be provided on installer's letterhead.						
12.	Close Out Docs	Electrical	Sheet E1, Lightning Protection System note # 25: Perform an ohm test at each down conductor. Submit written results of the test. Statement shall be provided on installer's letterhead.						

Contract Date: August 13, 2024
NTP: October 1, 2024
Substantial Completion Date: 2/28/2025
Time Extensions to Date: 0 Days
Actual date of Substantial Completion: 7/16/2025

TO: Mr. Richard Oakley
Hernando County School Board
Facilities Projects Construction Manager
8016 Mobley Road
Brooksville, FL 34601

FROM: PBA Design Group, Inc.
2542 Jason Street
Tampa, FL 33602

REPORT DATE: July 18, 2025
DATE OF SITE VISIT: July 16, 2025

PROJECT: D.S. Parrott Middle School
Roof Replacement

This was a scheduled substantial completion inspection for Roof and Soffit Replacement on Building 1 at D.S. Parrott Middle school. Richard Oakley and several other Hernando School District staff members, building inspectors, engineers, Howard Piper, Mike Cassell and Jimmy Beckham were in attendance.

It was determined that the project is substantially complete as of July 16, 2025, the day of visit. The Contractor has 30 days to reach final completion.

The Following are items found during the Substantial Completion Inspection which were incomplete, not in compliance with the construction documents or missing. These items must be addressed prior to calling for a Final Inspection of the project. This list may not include each and every specific location where the items listed occur but shall be considered an example to be applied to other similar locations. The list is as follows but shall not be considered conclusive. The contractor is responsible for compliance with the construction documents.

1. Complete gutter / downspout installation
2. Complete fascia installation.
3. The contractor is to turn mop sink 90 degrees in janitor's closet to allow space for retractable ladder.
4. Install new roof hatch and guards.
5. Paint exposed fasteners as indicated on photographs.
6. Repair damaged areas of site and provide final grading, if necessary, and provide sod.
7. Remove all temporary facilities, equipment, and materials.

D.S. Parrott Middle School
July 16, 2025
Page 2 of 8

Any comments or questions concerning this report are to be submitted to the writer within 5 days of the report date so that a response can be provided promptly.

Respectfully submitted,
PBA Design Group, Inc.



Raleigh "Jimmy" Beckham
2742 Jason Street
Tampa, FL 33619
813-626-2540
813-644-1335 (Cell)
jbeckham@pbadesigngroup.com

Enclosure: Photographs

Cc: Attendees, Howard Piper, Mike Cassell, Sergio Flores
PBA Project Files/Projects/2023/Parrott MS/Construction/ Subst. Comp. Report 7/16/2025



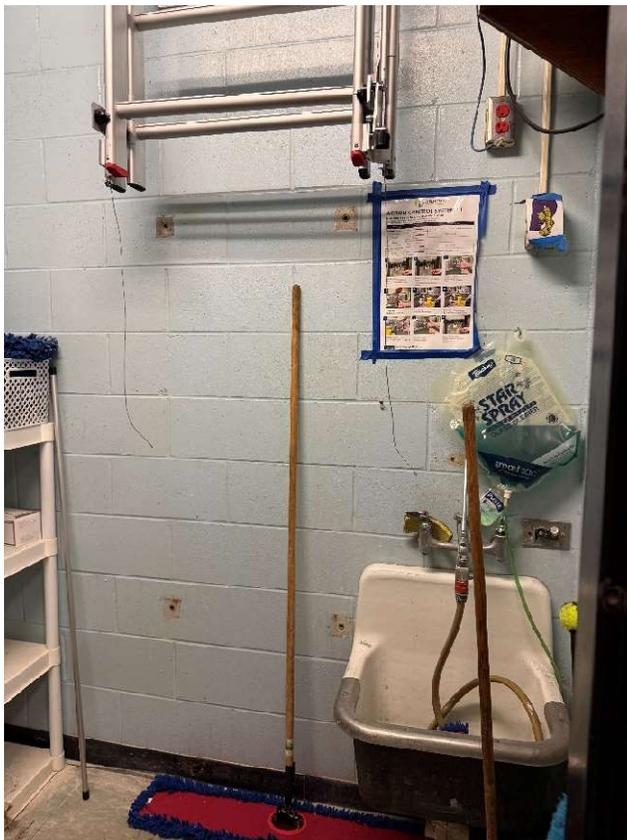
Picture No. 1 – Install roof hatch and remove materials and equipment from site.



Picture No. 2 – Paint exposed fasteners on both sides of roof.



Picture No. 3 – Complete fascia installation.



Picture No. 4 – Contractor to turn mop sink 90 degrees to allow room for ladder.



Picture No. 5 – Clean roof membrane.



Picture No. 6 – Clean roof membrane.



Picture No. 7 – Clean roof membrane.



Picture No. 8 – Clean roof membrane.



Picture No. 9 – Install new roof hatch and guards.



Picture No. 10 – Sod disturb areas.



Picture No. 11 – Sod disturbed areas.



Picture No. 12 – Sod disturbed areas.



Inspection Report # 6000.265

Project Code: 6000.265

Project Name: 6000.265 DPMS Roof/ Soffit

INSPECTION REPORT

Inspection Date:	7/16/2025	Trade:	Building
Project Name:	6000.265 DPMS Roof/ Soffit	Inspector's Name:	Otto Letzelter
Location:	19220 Youth Dr, Brooksville, FL 34601	Owner:	Hernando County School District
Master Permit	B-022-24-DPMS	Contractor:	N/A
Permit (assigned):	B-022-24-DPMS		
Was the Permitting Agency notified of Inspection:	No		
Area called for Inspection:	D Parrot Middle School		
Type of Inspection:	Roof Final Inspection		
Result of Inspection:	Partially Approved		
Correction/Further action required:	Yes		
Remarks:	Otto J Letzelter, PE, SE, BCA 1. Provide roofing system warranty and close out package to A/E 2. Complete corrections on Lightning Protection system per A/E walkthru 3. Complete roof punch items identified during walkthru 4. Complete roof access ladder and extensions.		
Call for Re-inspection:	Yes		
Plans to be submitted for review and approval:	No		
Contractor to submit RFI to Design Professional:	No		
Inspector's Name and Certificate #:	Otto Letzelter BN 2952 & SRI34		

Respectfully Submitted



Inspection Report # 6000.265

Project Code: 6000.265

Project Name: 6000.265 DPMS Roof/ Soffit

INSPECTION REPORT

Inspection Date:	7/16/2025	Trade:	Electrical
Project Name:	6000.265 DPMS Roof/ Soffit	Inspector's Name:	Thomas Giorlando
Location:	19220 Youth Dr, Brooksville, FL 34601	Owner:	Hernando County School District
Master Permit	B-022-24-DPMS	Contractor:	N/A
Permit (assigned):	B-022-24-DPMS		
Was the Permitting Agency notified of Inspection:	No		
Area called for Inspection:	D Parrot Middle School		
Type of Inspection:	Lightning Protection Final		
Result of Inspection:	Partially Approved		
Correction/Further action required:	Yes		
Remarks:	<ol style="list-style-type: none">1. Phoenix Engineering will re-design a grounding system for Lightning Protection to remove from Elevator Mechanical and Electrical room.2. On cover inspection well outside of main entry that was cover by concrete.3. Finish tightening all Lightning Protection connections.4. Verify removal of existing antenna poles.5. Finish grading areas that were disturbed from new work.		
Call for Re-inspection:	Yes		
Plans to be submitted for review and approval:	No		
Contractor to submit RFI to Design Professional:	No		
Inspector's Name and Certificate #:	Thomas Giorlando		

Respectfully Submitted