

# C72 PROJECT CLOSEOUT CHECKLIST

Project Name:
Institution:
Location:
SBC No.:

## 75% or 30 days prior to Substantial Completion

**date:**

<i>Contractor</i>	<i>Designer</i>	<i>User</i>
<ul style="list-style-type: none"> <li><input type="checkbox"/> O&amp;M requirements</li> <li><input type="checkbox"/> Project Data Binder requirements</li> <li><input type="checkbox"/> Stock items list</li> <li><input type="checkbox"/> Training Schedule/Verification Submittal</li> <li><input type="checkbox"/> Punch list schedule</li> <li><input type="checkbox"/> State Fire Marshal inspection schedule</li> <li><input type="checkbox"/> Local codes inspection schedule</li> <li><input type="checkbox"/> Roofing manufacturer inspection schedule</li> <li><input type="checkbox"/> Preliminary submittal of O&amp;M Binders to Designer</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> On new construction or addition, assist Owner with Risk Management information</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Furnishings and equipment schedule</li> <li><input type="checkbox"/> User installed items schedule</li> <li><input type="checkbox"/> Move-in schedule</li> <li><input type="checkbox"/> Names and positions of trainees</li> </ul>

## 95% or 5 days prior to Substantial Completion

**date:**

<i>Contractor</i>	<i>Designer</i>	<i>User</i>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Written assertion of substantial completion</li> <li><input type="checkbox"/> Certification of personnel training is/will be completed, Verification submittal due</li> <li><input type="checkbox"/> Incomplete items list</li> <li><input type="checkbox"/> O&amp;M Binders to Designer for approval</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> On new construction or addition, finish Risk Management info and send to Dept. of Treasury</li> </ul>

## Substantial Completion

**date due:**

**date actual:**

<i>Contractor</i>	<i>Designer</i>	<i>User</i>
<ul style="list-style-type: none"> <li><input type="checkbox"/> State Fire Marshal acceptance</li> <li><input type="checkbox"/> Training</li> <li><input type="checkbox"/> O&amp;M Manual substantially complete</li> <li><input type="checkbox"/> State electrical acceptance</li> <li><input type="checkbox"/> Boiler acceptance</li> <li><input type="checkbox"/> Elevator acceptance</li> <li><input type="checkbox"/> Health Department acceptance</li> <li><input type="checkbox"/> Pay application with retainage reduction                             <ul style="list-style-type: none"> <li><input type="checkbox"/> attachments</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Architectural inspection: Interior</li> <li><input type="checkbox"/> Architectural inspection: Exterior &amp; Site</li> <li><input type="checkbox"/> Civil inspection</li> <li><input type="checkbox"/> Mechanical inspection</li> <li><input type="checkbox"/> Electrical inspection</li> <li><input type="checkbox"/> Specialty inspection(s)</li> <li><input type="checkbox"/> Certificate of Substantial Completion (punch list attached)</li> <li><input type="checkbox"/> O&amp;M Binders to user</li> </ul>	

## 5 days prior to Final Completion

**date:**

<i>Contractor</i>	<i>Designer</i>	<i>User</i>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Written notification that work is complete</li> <li><input type="checkbox"/> Project Data Binders to Designer for approval</li> </ul>		

## Final Completion

**date due:**

**date actual:**

<i>Contractor</i>	<i>Designer</i>	<i>User</i>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Pay application for 100% of contract                             <ul style="list-style-type: none"> <li><input type="checkbox"/> attachments</li> </ul> </li> <li><input type="checkbox"/> Record documents &amp; Project Data Binder(s)</li> <li><input type="checkbox"/> Stock items to user</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If SWPPP applies:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Notice of Termination to TDEC</li> <li><input type="checkbox"/> SWOMP</li> <li><input type="checkbox"/> As-Built Certification</li> </ul> </li> <li><input type="checkbox"/> Report of Final Completion</li> <li><input type="checkbox"/> Allowances accounted for</li> <li><input type="checkbox"/> Project Data Binders to user</li> </ul>	