|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name: Institution:Location:SBC No.: |

|  |
| --- |
|  |
|  |
|  |
|  |

 |

**75% or 30 days prior to Substantial Completion date:**

|  |  |  |
| --- | --- | --- |
| *Contractor** O&M requirements
* Project Data Binder requirements
* Stock items list
* Training Schedule/Verification Submittal
* Punch list schedule
* State Fire Marshal inspection schedule
* Local codes inspection schedule
* Roofing manufacturer inspection schedule
* Preliminary submittal of O&M Binders to Designer
 | *Designer** On new construction or addition, assist Owner with Risk Management information
 | *User** Furnishings and equipment schedule
* User installed items schedule
* Move-in schedule
* Names and positions of trainees
 |

**95% or 5 days prior to Substantial Completion date:**

|  |  |  |
| --- | --- | --- |
| *Contractor** Written notification of substantial completion
* Certification of personnel training is/will be completed, Verification submittal due
* Incomplete items list
* O&M Binders to Designer for approval
 | *Designer* | *User** On new construction or addition, finish Risk Management info and send to Dept. of Treasury
 |

**Substantial Completion date due: date actual:**

|  |  |  |
| --- | --- | --- |
| *Contractor** State Fire Marshal acceptance
* Training
* O&M Manual substantially complete
* State electrical acceptance
* Boiler acceptance
* Elevator acceptance
* Health Department acceptance
* Pay application with retainage reduction
* attachments
 | *Designer** Architectural inspection: Interior
* Architectural inspection: Exterior & Site
* Civil inspection
* Mechanical inspection
* Electrical inspection
* Specialty inspection(s)
* Certificate of Substantial Completion (punch list attached)
* O&M Binders to user
 | *User* |

**5 days prior to Final Completion date:**

|  |  |  |
| --- | --- | --- |
| *Contractor** Written notification that work is complete
* Project Data Binders to Designer for approval
 | *Designer* | *User* |

**Final Completion date due: date actual:**

|  |  |  |
| --- | --- | --- |
| *Contractor** Pay application for 100% of contract
* attachments
* Record documents & Project Data Binder(s)
* Stock items to user
 | *Designer** If SWPPP applies:
* Notice of Termination to TDEC
* SWOMP
* As-Built Certification
* Report of Final Completion
* Allowances accounted for
* Project Data Binders to user
 | *User* |