|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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* |