

c72 PROJECT CLOSEOUT CHECKLIST

Project Name:
Institution:
Location:
SBC No.:

75% or 30 days prior to Substantial Completion		date:
<i>Contractor</i> <ul style="list-style-type: none"> <input type="checkbox"/> O&M requirements <input type="checkbox"/> Project Data Binder requirements <input type="checkbox"/> Stock items list <input type="checkbox"/> Training Schedule/Verification Submittal <input type="checkbox"/> Punch list schedule <input type="checkbox"/> State Fire Marshal inspection schedule <input type="checkbox"/> Local codes inspection schedule <input type="checkbox"/> Roofing manufacturer inspection schedule <input type="checkbox"/> Preliminary submittal of O&M Binders to Designer 	<i>Designer</i> <ul style="list-style-type: none"> <input type="checkbox"/> On new construction or addition, assist Owner with Risk Management information 	<i>User</i> <ul style="list-style-type: none"> <input type="checkbox"/> Furnishings and equipment schedule <input type="checkbox"/> User installed items schedule <input type="checkbox"/> Move-in schedule <input type="checkbox"/> Names and positions of trainees

95% or 5 days prior to Substantial Completion		date:
<i>Contractor</i> <ul style="list-style-type: none"> <input type="checkbox"/> Written notification of substantial completion <input type="checkbox"/> Certification of personnel training is/will be completed, Verification submittal due <input type="checkbox"/> Incomplete items list <input type="checkbox"/> O&M Binders to Designer for approval 	<i>Designer</i>	<i>User</i> <ul style="list-style-type: none"> <input type="checkbox"/> On new construction or addition, finish Risk Management info and send to Dept. of Treasury

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

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

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