Provided below are the agenda items typically required by the Owner for the Final Inspection Meeting. Guidance provided in agenda items does not revise the requirements of the Agreement.

Instructions:  
1. Create an agenda for the meeting by using this form or copying the contents into another format.  
2. Secure a record of attendance.

AGENDA

1. **Preliminary:**
2. **Substantial Completion** Review inspection punch list
3. **Surplus stock** verify delivery of to the Owner
4. **Project Data Binders** verify completeness
5. **Construction Record Documents** verify completeness
6. **Conduct Inspection** of the Work
7. **Review results of inspection** and rescheduling if incomplete
8. **Unfinished construction business** review:
9. **Applicability of 25% Liquidated Damages** (only on General Work)
10. **Outstanding contract modifications** needed
11. **Contractor signing the HPBr** (High Performance Building Requirements) verification form
12. **If a SWPPP applies**, the Storm Water Operation & Maintenance Plan (SWOMP) and Notice of Termination (NOT).
13. **Contractor's outstanding debts and final payment application** including whether final payment will require advertisement
14. **One-Year Corrective Inspection**

END