

# **PROJECT CLOSEOUT CHECKLIST**

## **Contractor's Responsibilities**

- Inspects the Project and prepares the Punch List (outstanding items to be completed or corrected).
- Submits a notice of Substantial Completion to the Design Professional and the Owner
- Participates in the Design Professional's inspection for Substantial Completion
- Participates in the Owner's inspection for Substantial Completion
- Completes Punch List items, as stipulated within the Certificate of Substantial Completion
- ~~Applies for and receives a Certificate of Occupancy or Permit of Occupancy~~
- Coordinates Owner's training on building systems and maintenance items by Sub-Contractors and Suppliers
- Provides Owner with spare parts, maintenance materials, and attic stock materials, as applicable to the Project
- Receives Design Professional's request for Closeout Documents and submits required Closeout Documents to Design Professional for review and approval
- Prepares Record Documents on appropriate media supplied by the Design Professional
- Compiles and transmits Closeout Documents and Record Document to the Design Professional for review and approval

**Two (2)** hard copy sets and **one (1)** digital copy of all items listed below

- 1) Contact list of all subcontractors
  - 2) Finish schedule per room (get from Architect)
  - 3) General Contractor's written warranty for one year after substantial completion
  - 4) All warranties from sub-contractors
  - 5) Roof warranty
  - 6) All warranties for products required in the specifications (Materials & Equipment)
  - 7) The contract documents (Specifications, addenda, drawings)
  - 8) All approved submittals/shop Drawings
  - 9) All Punch lists
  - 10) All change orders, RFIs, Field observations, photos, etc...
  - 11) All ASI's and CCD
  - 12) All O & M Manuals and Training videos
  - 13) All test reports (testing & balance, etc...)
  - 14) Final Pay application with Release of Liens and power of attorney
  - 15) Consent of surety documentation
  - 16) As-Built Drawings with ALL changes (digital should be full scale)
- Submits notice of Final Completion and final application for payment

## **Design Professional's Responsibilities**

- If applicable, review the Contractor's request for a reduction of retainage
- Receives Contractor's notice of Substantial Completion and reviews the Contractor's Punch List and supplements the Punch List as necessary
- Inspects the Project to determine Substantial Completion
- Confirms Owner-accepted nonconforming work
- Prepares and issues a Certificate of Substantial Completion, with attached Punch Lists, if appropriate, and notes any Owner-accepted nonconforming work
- If applicable, provides Contractor with appropriate media of documents for preparation of Record

Documents by the Contractor.

- Notifies the Contractor to submit the Closeout Documents for review and approval
- Receives and reviews the Contractor's Closeout materials to determine contract compliance for submittals
- Verify that the Contractor? has received a Certificate of Occupancy or Occupancy Permit
- Prepares a final change order
- Inspects Project to determine Final Completion
- Receives and reviews Contractor's final application for payment, including required attachments such as waivers of lien and consent of surety documentation
- Issues a Certificate of Final Completion
- Submits Contractor's final application for payment to the Owner for review and execution.
- Submits Design Professional's periodic invoice for services and reimbursable expenses
- Prior to expiration of the one-year period of corrections, obtain the Owner's authorization to conduct an inspection to determine if any work is required by the Contractor to remedy defects
- Assembles and files, for future reference, complete project and cost records for both construction and professional services
- Archive project information and materials according to type; indicate duration for archival retention (prior to discard)

### **Owner's Responsibilities**

- Conducts Owner's inspection of the Project for Substantial Completion, and provides comments to the Design Professional
- Confirms to the Design Professional, the acceptance of any non-conforming work
- Accepts Project as stipulated within the Certificate of Substantial Completion
- Conducts Owner's inspection of the Project for Final Completion, and provides comments to the Design Professional
- Receives Project Closeout Documents, including Record Documents, from the Design Professional
- Archives Project Closeout Documents and Record Documents for future reference
- Receives Contractor's request for final payment from the Design Professional for review and execution
- Receives training on building systems and maintenance items.
- Receives, from the Contractor, spare parts, maintenance materials, and attic stock materials, as applicable to the Project
- Installs final keying and provides end users with the appropriate keys. Isn't this the contractor's responsibility, per new FM policy?*
- Makes final payment to the Contractor
- Makes final payment to the Design Professional
- Coordinates one-year period of corrections inspection with the Design Professional and the Contractor.
- Assembles and archives, for future reference, complete project and cost records for both construction, FFE, and professional services
- Closes out Project in Owner's financial and contract/procurement systems

**- END OF PROJECT CLOSEOUT CHECKLIST -**