

Project Closeout Checklist

SBC Project number, Institution location, and job name:	
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75% or 30 days prior to Substantial Completion

date:

<i>Contractor</i> <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	<i>Designer</i> <input type="checkbox"/> On new construction or addition, begin Form T-100 and send to Facility Coordinator	<i>User</i> <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
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95% or 5 days prior to Substantial Completion

date:

<i>Contractor</i> <input type="checkbox"/> Written assertion 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> <input type="checkbox"/> On new construction or addition, finish Form T-100 and send to Dept. of Treasury
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Substantial Completion

date due:

date actual:

<i>Contractor</i> <input type="checkbox"/> State Fire Marshal acceptance <input type="checkbox"/> Training <input type="checkbox"/> O&M Manual completion <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 <input type="checkbox"/> attachments	<i>Designer</i> <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), note on page 2 <input type="checkbox"/> Certificate of Substantial Completion (punch list attached) <input type="checkbox"/> O&M Binders to user	<i>User</i>
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5 days prior to Final Completion

date:

<i>Contractor</i> <input type="checkbox"/> Written assertion that work is complete <input type="checkbox"/> Project Data Binders to Designer for approval	<i>Designer</i>	<i>User</i>
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Final Completion

date due:

date actual:

<i>Contractor</i> <input type="checkbox"/> Pay application for 100% of contract <input type="checkbox"/> attachments <input type="checkbox"/> Record documents & Project Data Binder(s) <input type="checkbox"/> Stock items to user	<i>Designer</i> <input type="checkbox"/> If SWPPP applies: <input type="checkbox"/> Notice of Termination (NOT) 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>
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