CPDC - CM Technical Bulletin
CM 14-02

Date: November 14, 2014
From: Jim Hoffman – CPDC Chief of Construction Management
Subject: Major Capital Outlay Project Closeout Procedures

Distribution: Executive Facilities Officers, Procurement and Support Services Officers, DFOs, CPDC Staff
Andrea Gunn Eaton – University Counsel

Item No. 1 Subject: Major Capital Outlay – Project Close-Out Procedures

A. Information: Based on a recent audit finding CPDC Construction Management has modified two forms related to the major capital outlay project closeout process: The Project Closeout Checklist form; and the Certification of Completion form, now called Certification of Completion / Release of Retention form. Please review carefully the revised forms as they clarify and modify the closeout, Notice of Completion, and Release or Retention process.

B. Where to Find: CPDC Construction Management website under Sample Forms

C. Website: http://www.calstate.edu/cpdc/cm/forms/index.shtml

D. Applicability: Major capital outlay projects; Any project with total cost over $634,000.

End of Bulletin