Project Project No.

Contractor Contract No.

Architect Date

## Project Closeout Checklist

Project Manager/Inspector of Record will complete this form and transmit it to the Construction Administrator with his/her recommendation to certify occupancy and completion, and release retention.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Verification** | | | | |
| **Item Date Completed Initials** | | | | |
| **Required for Occupancy** | | | | |
| 1. | Final Inspection Punch List to GC |  |  |  |
| 2. | State Fire Marshal Inspection |  |  |  |
| 3. | Occupancy Change Order |  |  |  |
| 4. | Certification of Occupancy (Form 702.02-OCR) (certification by DBO) |  |  |  |
| **Required for Notice of Completion** | | | | |
| 4. | HVAC Balance Report |  |  |  |
| 5. | Keys/Keying |  |  |  |
| 6. | Training |  |  |  |
| 7. | Final Inspection Punch List Completed |  |  |  |
| 8. | Special Inspection Final Report |  |  |  |
| 9. | Elevator Inspection |  |  |  |
| 10. | Other Regulatory Inspection |  |  |  |
| 11. | Removal of Temporary Facilities |  |  |  |
| 12. | Final Cleaning |  |  |  |
| 13. | Commissioning |  |  |  |
| 14. | Cessation of Onsite Labor |  |  |  |
| 15. | Other 01700 Requirements (Specify) |  |  |  |
| 16. | Certification of Completion (Form 702.02-OCR) (certification by A/E, PM, IOR, and DBO) |  |  |  |
| **Required for Release of Retention** | | | | |
| 17. | Notice of Completion (Form 702.02, *enter recordation date*) |  |  |  |
| 18. | Spare Parts/Materials |  |  |  |
| 19. | Warranties |  |  |  |
| 20. | As Builts |  |  |  |
| 21. | As-Built Schedule |  |  |  |
| 22. | Landscape Maintenance Period Ends |  |  |  |
| 23. | O & M Manuals |  |  |  |
| 24. | Claims Resolved *or* Funds Held |  |  |  |
| 25. | Stop Notices Closed *or* Funds Held |  |  |  |
| 26. | Release of Retention (Form 702.02-OCR)  (by PM and University Construction Administrator) |  |  |  |
| *The undersigned certifies that all of the above-listed items are complete.*    {Name}, Construction Administrator Date | | | | |