C72 PROJECT CLOSEOUT CHECKLIST

Project Name:

   Institution:

    Location:

    SBC No.:

75% or 30 days prior to Substantial Completion   date:

Contractor	*Designer*	*User*
❑ O&M requirements ❑ Project Data Binder requirements ❑ Stock items list ❑ Training Schedule/Verification Submittal ❑ Punch list schedule ❑ State Fire Marshal inspection schedule ❑ Local codes inspection schedule ❑ Roofing manufacturer inspection schedule ❑ Preliminary submittal of O&M Binders to Designer	❑ On new construction or addition, assist Owner with Risk Management information	❑ Furnishings and equipment schedule ❑ User installed items schedule ❑ Move-in schedule ❑ Names and positions of trainees

95% or 5 days prior to Substantial Completion   date:

Contractor	*Designer*	*User*
❑ Written notification of substantial completion ❑ Certification of personnel training is/will be completed, Verification submittal due ❑ Incomplete items list ❑ O&M Binders to Designer for approval		❑ On new construction or addition, finish Risk Management info and send to Dept. of Treasury

Substantial Completion   date due: date actual:

Contractor	*Designer*	*User*
❑ State Fire Marshal acceptance ❑ Training ❑ O&M Manual substantially complete ❑ State electrical acceptance ❑ Boiler acceptance ❑ Elevator acceptance ❑ Health Department acceptance ❑ Pay application with retainage reduction ❑ attachments	❑ Architectural inspection: Interior ❑ Architectural inspection: Exterior & Site ❑ Civil inspection ❑ Mechanical inspection ❑ Electrical inspection ❑ Specialty inspection(s) ❑ Certificate of Substantial Completion (punch list attached) ❑ O&M Binders to user	

5 days prior to Final Completion   date:

Contractor	*Designer*	*User*
❑ Written notification that work is complete ❑ Project Data Binders to Designer for approval		

Final Completion   date due: date actual:

Contractor	*Designer*	*User*

❑ Pay application for 100% of contract
    ❑ attachments
❑ Record documents & Project Data Binder(s)
❑ Stock items to user
	❑ If SWPPP applies:
	    ❑ Notice of Termination to TDEC
	    ❑ SWOMP
	    ❑ As-Built Certification
	❑ Report of Final Completion
	❑ Allowances accounted for
	❑ Project Data Binders to user	