

# PROJECT CLOSE-OUT CHECK LIST

Project: \_\_\_\_\_

Page 1

<u>TASK DESCRIPTION</u>	<u>COMPLETED</u>	<u>DATE</u>
<b>A. General Requirements</b>		
1. Certificate of Substantial Completion (AIA G704) (Executed by Designer, Contractor and Owner)	_____	_____
2. Inspections Certifications		
a. Certificate of Occupancy (By Building Inspections Officials)	_____	_____
b. Copy of Building Official Inspection Card (Showing required inspection approvals)	_____	_____
c. Regulatory Inspection Sign-Offs (as applicable)		
(1) General Contract	_____	_____
(2) Plumbing Subcontract	_____	_____
(3) Fire Protection Contract	_____	_____
(4) Mechanical Contract	_____	_____
(5) Electrical Contract	_____	_____
(6) Certification Reports for All Backflow Assemblies (Includes Plumbing, HVAC, Fire Protection as applicable)	_____	_____
(7) Well Water Quality Test Report (if applicable)	_____	_____
(8) Other Certifications as Required (NCDFS, NC DOT, NC Land Quality, Local Government, Utilities, Health Dept., Fireproofing Certification, Structural Steel Inspection Certification, etc.)	_____	_____
3. Closeout Reports & Documentation		
a. Owner Instruction and Training with Equipment and Systems (Memo/List of Attendees required for each session)	_____	_____
b. HVAC Test and Balance Report (Approval cover letter from Designer required)	_____	_____
c. Attic Stock Turnover (Transfer to Owner with Typed Inventory Required)	_____	_____
d. Keys & Permanent Hardware Changeover (Delivery of Final Keys and Cabinet to Owner; Memo of Hardware Changeover Date)	_____	_____

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Page 2

<u>TASK DESCRIPTION</u>	<u>COMPLETED</u>	<u>DATE</u>
e. Insurance Coverage Change Over	_____	_____
f. Utility Account Change Over		
(1) Electric Service	_____	_____
(2) Gas Service	_____	_____
(3) Water Service	_____	_____
(4) Other Utility Service	_____	_____
<b>B. Record Document Requirements</b>		
1. As-built drawings		
a. Site/Civil	_____	_____
b. Architectural & Structural	_____	_____
c. Plumbing	_____	_____
d. Fire Protection	_____	_____
e. Mechanical	_____	_____
f. Electrical	_____	_____
g. Security	_____	_____
h. Other (Kitchen Equipment, etc.)	_____	_____
2. Final Finish Schedule (updated with actual finishes and bound in with O+M Manual)	_____	_____
3. Operation & Maintenance (O+M) Manuals (Approval cover letter from Designer required)	_____	_____
a. Product & Operations Data	_____	_____
b. Maintenance Information	_____	_____
c. Product Warranty Certificates/Maintenance Agreements	_____	_____
3. Shop Drawings – Complete Set (With Architect's Review Stamp)	_____	_____
4. Construction Site Documentation (Contractor's Job Log and Photographs)	_____	_____

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Page 3

<u>TASK DESCRIPTION</u>	<u>COMPLETED</u>	<u>DATE</u>
C. Final Accounting Requirements – by Contractor		
1. Contractor's Certification Of Completion Of Work	_____	_____
2. Affidavit of Release of Liens (AIA G706A)	_____	_____
3. Affidavit of Payment of Debts and Claims (AIA G706)	_____	_____
4. Consent of Surety to Final Payment (AIA G707)	_____	_____
5. Final Certified NC Sales Tax Report	_____	_____
6. Final MBE Documentation (MBE Form-6)	_____	_____
7. Final Request for Payment Certified by Designer	_____	_____
D. Final Accounting Requirements – by Designer		
1. Cover Letter of Approval of Roof Warranty	_____	_____
2. Cover Letter of Approval for O&M Manuals	_____	_____
3. Certification by Architect of Completed Final Punch List	_____	_____
4. Final Completion Certificate executed by Designer	_____	_____
5. Final Liquidated Damages analysis by Designer		
6. Record Drawings (electronic files + 3 reproducible sets of all drawings based on Contractor As-Builts)	_____	_____
E. Warranty Period		
1. Pre-Expiration Warranty Inspection (Inspection 30 days prior to warranty expiration date)	_____	_____