

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.

	Item	Verification	
		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 01 77 00 Requirements (Specify)		
16.	Certification of Completion (Form 702.02-OCR) (certification by A/E, PM, IOR, and DBO)		
Required for Release of Retention			
17.	Spare Parts/Materials		
18.	Warranties		
19.	As Builts		
20.	As-Built Schedule		
21.	Landscape Maintenance Period Ends		
22.	O & M Manuals		
23.	Claims Resolved <i>or</i> Funds Held		
24.	Stop Notices Closed <i>or</i> Funds Held		
25.	Release from Labor Compliance Manager		
26.	Release of Retention (Form 702.02-OCR) (by PM and University Construction Administrator)		
<p><i>The undersigned certifies that all of the above-listed items are complete.</i></p> <p style="text-align: center;"> </p> <p> </p> <p> </p>			
		Date	

Distribution: Copy to Architect/Engineer, Project Manager/Construction Inspector
Original to Construction Administrator