

**Appendix 9.1b**



**Facilities Planning and Construction (FP&C)**

**UAA FP&C Construction Closeout Checklist**

Project: <insert Project name> PM: <insert PM>  
 Project ID: <insert Project ID> Updated: <insert last update date>

Item No.	Items to Complete	Status by Contractor (Y, N, n/a)	Date	Status by FP&C PM (Y, N, n/a)	Date	Comments
<b>Substantial Completion Inspection Requirements</b>						
1	Contractor submits as built drawings for review two (2) weeks prior to the desired date of the inspection					
2	Contractor submits a request in writing that the work is Substantially Complete and available for inspection at least ten (10) days prior to the desired date of the inspection					
3	Contractor includes a detailed list of uncompleted items and the schedule for their completion (punchlist)					
4	PM adds any other uncompleted tasks on the punchlist	n/a				
5	Contractor completes General cleaning required per the General Conditions					
6	Contractor cleans all surfaces in accordance with manufacturer's recommendations					
7	Contractor provides Owner at least eight (8) hours on Equipment and Systems Training					
8	Contractor completes Operation and Maintenance Manuals					
9	Warranties and Guarantees provided by Contractor					
10	Contractor turns over all keys (casework, cabinets, equipment enclosures, etc.)					
11	Contractor inspects, tests, and adjusts performance of every system in the facility to ensure compliance with design					
12	All temporary facilities and services have been removed from project site (Except contractor trailers)					
13	PM review as built drawings and provide comments	n/a				
14	Work is Substantially Complete					
<b>Final Inspection Requirements:</b>						
15	Contract submits written request for final inspection ten (10) days prior to the desired date for final inspection					
16	Contractor corrects electronic drawing files and final printed drawings to the Owner one-week prior to final inspection					
17	Contractor provides written confirmation that all items identified for correction during the Substantial Completion inspection have been corrected					
18	Contractor completed punchlist and all items are closed					
19	Contractor completed all testing and balancing & provides reports					
20	All Commissioning complete and Reports received					
21	Certificate of Substantial Completion					
22	Full Contractor Demobilization					
23	Final Certificate of Occupancy					

\_\_\_\_\_  
 Contractor Name

\_\_\_\_\_  
 Contractor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Project Manager Name

\_\_\_\_\_  
 Project Manager Signature

\_\_\_\_\_  
 Date