

**Appendix 9.3**



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

**UAA FP&C Project Closeout Checklist**

Project: <insert Project name>

PM: <insert PM>

Project ID: <insert Project ID>

Updated: <insert last update date>

Item No.	Items to Complete/Verify	Status by FP&C PM (Y, N, n/a)	Date	Comments
1	All Change Orders executed			
2	Final Contractor Submittal Log provided by Contractor and PM verifies that it agrees with Submittal Log on PMIS			
3	Final Contractor RFI Log provided by Contractor and PM verifies that it agrees with RFI Log on PMIS			
4	Contractor provides Final Application for payment.			
5	Affidavit of Wages Paid on Public Works Contract			
6	Certificate of Payment of Labor and Materials			
7	GC provides GC and Subs Waiver of Release and Liens			
8	Contractor provides Consent of Surety to Final Payment			
9	As-Builts forwarded to Facilities Planner and CAD Technician and electronic copies are placed on Shared Drive			
10	Final Retention Payment Paid by FP&C a minimum of 45 days after Final Acceptance and completion of all items noted above including resolution of all claims against the Payment Bond.			
11	A/E provide(s) Final Billing			
12	Final Project Report			
14	Advise accounting to close project			
15	Final inspection complete			

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

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

\_\_\_\_\_  
Date