

Construction Contract CLOSE-OUT Checklist

Current Date:

Project Name & No.

Const. Rep.:

Substantial Completion Date

PM:

Contractor

AE:

All Field Issues are resolved.

Site and Building clean per specifications.

All Building systems tested and certified complete and operational per specification.

Electrical

Plumbing

Mechanical

TeleData

Special Systems

Life Safety Systems

All Field Inspection Reports issued, signed by contractor and returned.

Balance Reports submitted, approved by A/E and turned over.

All contract-required tools, spare parts and 'attic stock' submitted per contract.

All keys are turned over.

All owner training completed.

All regulatory documents properly submitted.

All proposals and change orders have been fully executed.

All disputes, claims, RFIs, etc. are resolved.

All punch list items complete, certified, and filed in g:/drive.

Complete "Construction Record Package" has been submitted & approved.

Operation and Maintenance Manuals/Warranties

As-built drawings

Manufacturer Instructions

A/E Evaluation Complete on WisBuild.