EASTERN WASHINGTON UNIVERSITY

CONSTRUCTION COMPLETION CHECKLIST

Project Title: **Project Number:**

Facility:

✓	ACTION:	VERIFIED BY	DATE	ACTION
	1. Contractor "Notice of Completion" to A/E.			
	2. A/E inspection and "Incomplete Work List".			
	3. Contractor completion of "Incomplete Work List" and request of final inspection.			
	4. If Prior Occupancy is taken, per General Conditions Part 6.08, the date is: Prior Occupancy date: _____			
	5. Contractor requests final "Punch List" inspection.			
	6. Final Inspection: A/E, PM "Punch List". (Items found after final inspection will be placed on the warranty item list unless an item significantly impairs operation of the facility.)			
	7. Contractor establishes punch list completion schedule.			
	8. *All work done per contract.* _____ *Contractor signature date*			
	9 Contractor completes punch list.			
	10 A/E confirms completion of punch list.			
	11 A/E confirms receipt of certificates, permits, and training: a. Occupancy Permit [ ] e. Staff Training [ ] b. Fire Marshal [ ] f. Elevator Permit [ ] c. Electrical Inspection [ ] g. Boiler Permit [ ] d. O&M Manuals [ ] h. _____ [ ]			
	12 Substantial Completion, per General Conditions Part 6.07, the date is: Substantial Completion date: _____			
	13. Notice of Substantial Completion issued, and Warranty Period begins.			
	14. A/E confirms receipt of: e. Spare Parts and Materials [ ] a. Record "As-Built" Drawings [ ] f. Keys and Key Schedule [ ] b. Shop Drawings [ ] g. Warranty responsibility Contacts [ ] c. Test Reports [ ] d. Certificate of Warranty [ ] [ ]			
	15. Resolution of all FA, COP, and Change Orders, approved and processed.			
	16. *All work acceptable per contract.* _____ *A/E signature date*			
	17. *Accept recommendation; proceed with final acceptance.* _____ *Client signature date*			
	18. PM establishes date of Final Completion and submits "Completion Notice" form. Final Completion date: _____			
	19. PM establishes date of Final Acceptance and submits to contracts specialist. Final Acceptance date: _____			
	20. Contract Specialist notification of Final Acceptance to A/E and Contractor.			
	21. Final Acceptance is advertised, and 45 day Lien period begins.			
	22 Contract Status (PM Identify Action) a. Close Contracts [ ] c. Close Project [ ] b. Close Agreement (A/E) [ ] d. Other Action _____ _____ _____			

These items, 22 through 27, occur after Final Completion.

22. **Contractor:**

Upon receipt of notice of Final Completion:

* Submit Affidavits of Wages Paid to Labor and Industries (L&I).
* Verify all Affidavits of Wages Paid are approved, via web, by the L&I Industrial Statistician.

23. **A/E:**

* Verify via web that all Affidavits of Wages Paid are approved.
* Complete ELCCA verification checklist and submit to lead ELCCA reviewer.

24. **Project Manager:**

* Verify via web and project files that all Affidavits of Wages Paid are approved and accounted for in files.

25. **Contract Specialist:**

* Verify Affidavits of Wages Paid via web and in project files.
* Submit Department of Revenue form "Notice of Completion of Public Works Contract" to Revenue, L&I and Employment Security.
* Verify Lindustrial insurance premiums are current.
* Receive "Certificate of Payment of State Excise Taxes by Public Works Contractor" from Revenue.
* Receive "Certificate of Payment of Contributions, Penalties and Interests on Public Works Contract" from Employment Security.
* Verify no current claims against the contract.

* Release retainage or send letter to release escrow.

26. **Contractor:**

* Satisfy warranty items as required.

27. **Project Manager:**

* Close project files.

NOTE: If contractor has not completed the punch list and items 10 and 13 above, the following steps should be considered.

1. Withhold progress payment for work not completed, per Part 6.05 of the General Conditions.
2. Negotiate revised punch list and completion schedule.
3. Send letter to bonding company requesting completion of the project.
4. Enforce Part 5.17 of the General Conditions, which provides for the owner's right to complete the work.