**Facilities Design and Construction**

# CM Project Closeout checklist

The following items shall be included with the final Certificate for Payment. All documents listed below shall be provided on duplicate thumb drives.

1. ­­­\_\_\_\_\_ Contractor’s Guarantee (format as shown in specifications and on contractor’s letterhead). The guarantee shall be for the period of one year from the date of final Substantial Completion.
2. \_\_\_\_\_ Certified list of subcontractors and material suppliers (notarized).
3. \_\_\_\_\_ Waivers of Claim for Contractor (notarized).
4. \_\_\_\_\_ Consent of Surety to Final Payment for the Contractor (AIA G707).
5. \_\_\_\_\_ Punch List Completion Certificate signed by Principal, Project Architect/Engineer, Contractor, Facilities Design and Construction office and signed off punch list.
6. \_\_\_\_\_ Letter certifying payment of all applicable taxes by general contractor.
7. \_\_\_\_\_ Assignment of Antitrust Claims.
8. \_\_\_\_\_ Certificate of Insurance with letter certifying insurance will remain in force.
9. \_\_\_\_\_ Absence of Asbestos Friable Materials Certification for roof, plumbing, mechanical and electrical:
	1. \_\_\_\_\_Specifications and Record drawings “As-Built” files shall include: one electronic copy in Auto CAD and one electronic copy in PDF. Both PDF and Auto CAD individual files shall be named as per the contract documents index.
10. \_\_\_\_\_ Florida Inventory School House (FISH) drawings (provided by Architect).
11. \_\_\_\_\_ One copy of the following certifications:
	1. Deluge System
	2. Fire Protection System
	3. Ansul System Certification
	4. Emergency Eyewash and Drench Shower Certification
12. \_\_\_\_\_ “Warranty, Training and Equipment Transfer File” including the following items:
13. Master notarized list of each warranty.
14. Original copy of signed warranties as listed on master list.
15. Copy of construction manager, general contractors and subcontractors’ warranties with their phone number and address.
16. List of training as per specifications including video of the training and training sign-in sheets.
17. List of portable equipment and its cost being transferred to the school/Maintenance Department.
18. Inventory list of all equipment.
19. \_\_\_\_\_ Original certifications of the following:
	1. Engineer approval of HVAC Test and Balance Report and final Test and Balance Report by test and balance company.
	2. HVAC controls test with point-to-point validation.
	3. Elevator inspection report from state.
	4. Fire alarm tests report.
	5. Boiler inspection report from state.
	6. Paint manufacture, paint color codes and color schedule.
	7. Division 27:
* copies of initial testing.
* preliminary system performance testing.
* preliminary equalization of completed systems.
* final proof of performance testing of completed system.
	1. Water:
* HVAC water treatment test report.
* Back Flow Certification.
* Drinking Water Microbial Sample Collection and Laboratory Report.
1. ­­\_\_\_\_\_ Provide the following OEF and AIA Forms:
	1. OEF 110A Project Implementation Information
	2. OEF 110B Certificate of Occupancy
	3. OEF 208 Letter of Transmittal
	4. OEF 208A Facility Space Chart/Net and Gross Square Footage
	5. OEF 209 Certificate of Final Completion
	6. AIA G704 - 2000 Certificate of Substantial Completion
	7. FCO 564 PS Cost of Construction (for new schools, replacement schools or addition to existing schools only)
2. \_\_\_\_\_ Copies of completed project plaques, all inspection requests and permit.
3. \_\_\_\_\_ Signed transmittal of attic stock delivered to facility.

If you have any questions regarding the requested items listed above, please contact the project coordinator.

**\*\*\*End of Section\*\*\***