

**Contract Completion Checklist**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **N/A** | **Included** | **Not Included** | **Closeout Forms / Certifications Required:** |
|  |  |  | Payment Release Affidavit (G.C., Article 9.7.1 and 10.5.1.8) |
|  |  |  | Final Certified Payroll Reports (G.C., Article 10.5.1.9) |
|  |  |  | Affidavit of Compliance to Prevailing Wages for each sub (G.C., Article 10.5.1.10) |
|  |  |  | Certification of Equipment Demonstrations (GC, Article 10.7) |
|  |  |  | Partial Certification of Contract Completion (G.C., Article 10.8.1.1) |
|  |  |  | Certification of Warranty Commencement (G.C., Article 10.8.1.2) |
|  |  |  | Final Certification of Contract Completion G.C., Article 10.8.2) |

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| **N/A** | **Included** | **Not Included** | **Closeout Action Items and Record Documents:** |
|  |  |  | Final Cleaning (G.C., Article 10.1) |
|  |  |  | Complete Punch List Work (G.C., Article 10.4) |
|  |  |  | Certificate of Occupancy (G.C., Article 10.5.1.1) |
|  |  |  | Inspection Certificates (G.C., Article 10.5.1.2) |
|  |  |  | Letter of Approval - State Fire Marshal for Fire Suppression System (G.C., Article 10.5.1.3) |
|  |  |  | Operations and Maintenance Manuals (G.C., Article 10.5.1.4) |
|  |  |  | As-Built Drawings (G.C., Article 10.5.1.5 amendment 10.6) |
|  |  |  | Detailed Drawings - concealed utilities, MEP systems (G.C., Article 10.5.1.6) |
|  |  |  | Warranties and Guarantees (G.C., Article 10.5.1.7) |
|  |  |  | Extra Material, e.g. Attic Stock, keys, specialized wrenches, etc. (G.C., Article 10.7.2) |

**Reviewed by:**

**Construction Manager or Architect / Engineer:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Plant Manager:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Capital and Construction:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_