

**UAB FACILITIES  
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR THE PREPARATION AND PROCESSING  
OF PROJECT CLOSEOUTS**

**PURPOSE:**

To gather all applicable materials related to a project in an effort to legally and contractually close the project for the University.

**RESPONSIBILITIES:**

The Department of Project Management Services (DPMS) Field Project Manager (FPM), Design/Build Services (DBS) Construction Supervisor or the Health Facilities Architect (HFA) Field Project Manager assigned to a project will have primary responsibility for Project Closeout Procedures.

**PROCEDURES:**

- 1.0 Closeout documents are compiled by the contractor in accordance with the "**Closeout Checklist**" (***+closeout checklist.pdf***) provided in section 01700 of the Specifications.
- 2.0 The Contractor is responsible for the collection of all applicable closeout materials from their subcontractors.
  - 2.1 Closeout documents shall be collated and bound in a 3-ring binder. The documents shall be indexed in accordance to the CSI Master Format for Specifications. The binder shall have the correct Project Name and UAB Project Number affixed to the front cover and spine. All Shop Drawings, Submittals and Specifications including Change Orders and Addendums shall be bound within the binder where practical. Other items that cannot be bound will be packaged together with the bound items and submitted with an index. After all items are collected, the Contractor delivers the package to the Architect of Record (AOR) for review.
- 3.0 The AOR checks to assure that all items are present and signs the Closeout Checklist confirming that all closeout documents are present and in proper order. The AOR then sends the package to the FPM for a final review.
- 4.0 The FPM reviews the package and signs the Closeout Checklist verifying the closeout documents are present and in order.
  - 4.1 The FPM obtains and reviews the BCIA reporting requirement for the Project and obtains sign-off (line item #21 of Project Closeout Checklist) from the appropriate Financial Management personnel, who then enters the information in the Facilities database.

- 4.2 The FPM sends a copy of the approved Project Closeout Checklist with the last Pay Application marked "FINAL" to the Project Manager for review and recommendation for payment.
- 4.3 The FPM then distributes the Closeout documents as specified in the **Distribution Matrix** (*+distribution matrix.pdf*).

(END OF PROCEDURE)