

PROJECT CLOSE-OUT CHECKLIST

Project Name: _____

Project #: _____

The following is a list prepared by the contractor of documents that are **generally** required from the Contractor & confirmed by the Architect before a project can be closed out and final payment approved. Quantities may vary with specific project requirements. When the quantity shown on this document differs from the project specifications, the project specifications take precedence.

	Number Required		Date Rec'd	
	Non ABC	ABC*		
1.	<u>2</u>	<u>1</u>	_____	Certificate of Substantial Completion (Originals), with punchlist
2.	<u>3</u>	<u>3</u>	_____	Final Acceptance by the City of Birmingham-signed copies of building permit cards & Certificate of Occupancy, if applicable
3.	<u>3</u>	<u>3</u>	_____	Final Acceptance by the State of Alabama Building Commission (PSCA, ADPH) (copies)
4.	<u>2</u>	<u>2</u>	_____	Certification by Architect of Completion of Punchlist by the Contractor (1 original; 1 copy)
5.	<u>2</u>	<u>2</u>	_____	UAB OH & S Approved Smoke/Fire Alarm Penetration Permit (copies)
6.	<u>1</u>	<u>2</u>	_____	Advertisement of Completion (copy with original of affidavit of publication)
7.	<u>1</u>	<u>2</u>	_____	Release of Claims (originals)
8.	<u>1</u>	<u>2</u>	_____	Consent of Surety (originals)
9.	<u>1</u>	<u>1</u>	_____	Certificate of Insurance Coverage during 12 month warranty period following Substantial Completion (original)
10.	<u>2</u>	<u>5</u>	_____	Final Payment Request marked FINAL (originals)
11.	<u>3</u>	<u>3</u>	_____	Bound Maintenance & Operating Manuals & Parts List, including floor care instructions (copies)
12.	<u>2</u>	<u>2</u>	_____	Bound Specifications with all Change Order forms(no backup req'd) & Addendums included
13.	<u>1</u>	<u>1</u>	_____	As-Built Mylars (legible & identified "As-Built", signed & dated by Contractor) (originals)
14.	<u>2</u>	<u>2</u>	_____	As Built Drawings, (legible prints of "As-Built" Mylars) (copies)
15.	<u>1</u>	<u>1</u>	_____	Disk with CADD "As-Built" Files
16.	<u>2 ea</u>	<u>2 ea.</u>	_____	Bound, approved Submittal Data (copies) (1app'd during construction, 1 @ closeout)
17.	<u>2 ea</u>	<u>2 ea.</u>	_____	Bound approved Shop Drawings (copies)(1 app'd during construction, 1 @ closeout)
18.	<u>3</u>	<u>3</u>	_____	List of installed building components (2 in booklet form, 1 on disk or CD)
19.	<u>2</u>	<u>2</u>	_____	Certification by Contractor of UAB Employee Orientation(s) (with attendance list) (1 original;
20.	<u>2 ea</u>	<u>2 ea.</u>	_____	Video Tapes of Employee Orientations
21.	<u>1</u>	<u>1</u>	_____	BCIA Job Close - Out Report (Verified for UAB by D. Andrews_____)(original)
22.	<u>All</u>	<u>All</u>	_____	Construction Badge Requests (Must return badges or pay \$20 for each unreturned badge) (copies)
23.	Are there any outstanding change Order Requests? Yes___ No___ (Check database)			
24.	Are there any outstanding Claims, Insurance Claims, and Back-Charges? Yes___ No___			
25.	Was Project completed on or before Contract Completion Date? Yes___ No___; If no, provide either owner's authorization of time extension (approved change order(s) or explanation) or proof of payment of liquidated damages.			
26.	<u>3</u>	<u>3</u>	_____	Receipt(s) for extra material (attic stock), per the specifications
27.	Guarantees, Extended Warranties, Test Reports and Certificates, including but not limited to, the following: (Architect to review specs for all required submittals. Specs take precedence over this list) (copies)			
a.	<u>2</u>	_____	Electrical	i. <u>2</u> _____ HVAC Test & Balance Report
b.	<u>2</u>	_____	Plumbing	j. <u>2</u> _____ Compressors
c.	<u>2</u>	_____	Mechanical	k. <u>2</u> _____ Waterproofing, Sealants & Caulking
d.	<u>2</u>	_____	Wood Doors, Metal Doors, Frames	l. <u>2</u> _____ Acoustical Ceiling System
e.	<u>2</u>	_____	Sprinkler Tests	m. <u>2</u> _____ Contractor's 1 year warranty
f.	<u>2</u>	_____	Fire Pumps Tests	n. <u>3</u> _____ Elevators
g.	<u>2</u>	_____	Generator Load Test	o. <u>3</u> _____ Resilient Flooring, Carpet Certification
h.	<u>2</u>	_____	Fire Alarm Certification	p. <u>3</u> _____ Roof Bond

Verified By: _____ Date: _____ UAB Field Project Manager/Project Manager
 Consultant Architect/Engineer

*Denotes the different requirements of projects administered by the Alabama Building Commission (PSCA or ADPH) October 27, 2003