

CONTRACTOR CLOSEOUT CHECKLIST

The Contractor shall deliver or cause to be delivered to the Owner the following items. The Contractor shall verify completion of each item by indicating the date that each item was provided and initialing the form in the appropriate adjacent space. This form shall be completed and provided to the Owner before issuance of the final application for payment. The following list is intended to aid the Contractor in properly gathering and submitting closeout items and it is not intended to over-ride the requirement for any additional closeout items that may be required elsewhere in the Contract Documents.

Project Title: _____ **Project No:** _____
Contractor: _____ **Prepared By:** _____

Description:		Date Completed:	Verified By (Initials):
1.	Operation and maintenance manuals (To be submitted at 80% completion of Work) (Article 39 – Operation and Maintenance Manuals)		
2.	Warranties (Article 39 – Operation and Maintenance Manuals)		
3.	Operating and Training Instructions as required by the Contract Documents.		
4.	Testing and Balancing Reports as required by the Contract Documents.		
5.	Final cleaning (Article 32 – Project Site Maintenance)		
6.	Request for Final Inspection (Article 36 – Inspection of Work)		
7.	Completion of Punch List (Article 54 – Prosecution and Completion of the Work)		
8.	Record drawings (Article 40 – Record Drawings)		
9.	Final lien releases or waivers from all persons supplying material or services for the Work (Article 52 – Releases)		
10.	Affidavits of Compliance with the Prevailing Wage Law, in the form as provided in Appendix B of the General Conditions, properly executed by the Contractor and each subcontractor (Article 16 – Prevailing Wage)		
11.	Certified copies of the payrolls for the Contractor and each subcontractor (Article 16 – Prevailing Wage)		
12.	Return all keys to Key Control and verification of such is made (Article 30 – Key Policy)		
13.	Provide spare parts and/or attic stock as required by the Contract Documents along with proof of delivery		
14.	Sign and submit all change orders (Article 48 – Change Orders)		
15.	Final application for payment and supporting documentation (Article 49 – Payment to the Contractor)		
16.	All other items as required by the Contract Documents		