

**TUSKEGEE UNIVERSITY
CONSTRUCTION CLOSEOUT CHECKLIST**

Project Name:	General Contractor:
TU Project Mgr:	Orig. Contract Amt.
Bid Date:	Final Contract Amt:
NTP Date:	# of Calendar Days:
(3) O & M's	(2) Warranty/Close-out Binders*
	Substantial Comp.

NO.	DESCRIPTION	Date PM Received	Received by TU F/P
1.	Operation and Maintenance Manuals - See Specs for requirements. <i>(3 copies tabbed & indexed)</i>		
2.	Training sessions for Owner's personnel as required - See Specs		
3.	Receipt of Certificate of Occupancy from City		
4.	Receipt of approved HVAC Test and Balance Report and Documented Functional Performance Testing by the Commissioning Agent <i>(if applicable)</i>		
5.	"As-Built" Drawings & Control Drawings "As-Built" Specifications on Disk <i>(AutoCAD format and labeled accordingly)</i> Organize record drawings into manageable sets, bind with durable paper cover sheets; print titles, dates and other identification on the cover of each set.		
6.	Fire Alarm Certification <i>(submit original)</i>		
7.	Receipt of Carpet Certifications (ASTM Standards for Flame Spread and Smoke Development) - See Specs		
8.	Receipt of Load Test for Elevator <i>(submit original)</i>		
9.	Boiler Permit/Inspection		
10.	Insurance Information submitted to Owner for transfer of coverage(if applicable)		
11.	Receipt for return of all keys to Owner/All master locks have been changed		
12.	Receipt of Termite Contract <i>(submit original)</i>		
13.	Receipt of Elevator Maintenance Agreement - See Specs		
14.	Affidavit of Release of Liens from General Contractor (AIAG706A) with attached Release of Liens from General Contractor and all Subs. Contractor's Affidavit of Payment of Debts & Claims AIAG706.		
15.	Warranties from General Contractor and all Subs*		
16.	Standard Product Warranties/Extended Manufacturer's Warranties/Special Warranties*		
17.	Receipt of Roof Warranties – Installation Warranty/Manufacturer's Warranties*		
18.	Delivery of Maintenance Stock Items as Specified - See Specs for specific requirements - Furnish signed receipts		
19.	Transfer all utilities into "TU" name/Submit final meter readings as of COSC date or Owner possession		
20.	Advertisement of Completion - Certified by Newspaper <i>(4 consecutive weeks and must provide original signature and notary seal)</i>		
21.	Execution of Final Change Order - must include all errors from previous Change Order(s), and Allowances and Unit Costs Settlement		
22.	Receipt of CONSENT OF SURETY FOR FINAL PAYMENT(AIA G707) Four copies <i>(Date of Power of Attorney must be same or later than date indicated on Consent of Surety)</i>		
23.	Receipt of Fully Executed CERTIFICATE OF SUBSTANTIAL COMPLETION (Punch list attached)		
24.	Certification that final punch lists items have been completed		
25.	All temporary facilities, services, tools, mock-ups, etc. have been removed from project site		
26.	Final liquidated damages settlement submitted and acceptable to Owner		
27.	Construction Debris Report		

*Two copies of each required warranty, bound in heavy duty 3-ring binders, tabbed, per division. When warranted construction requires O & M manuals, provide an additional copy of each required warranty for inclusion in each O & M. Label each binder, front & spine, with project information. All Closeout documents must be originals and placed in 3-ring binders with dividers, organized by the Specification Table of Contents.