

# CONSTRUCTION Project

# SUBSTANTIAL cOMPLETION/FINAL COMPLETION

# Checklist

**Submitted By: Date:**

**College/University:**

**Project Name:**

**Contractor:**

**A/E:**

**SUBSTANTIAL COMPLETION**

**Date Completed NA**

**□ \_\_\_\_\_\_\_\_ □ 1**. A/E, Contractor, Subcontractors as requested, Owner’s Representative (OR) and Owner complete all Above-Ceiling Inspections.

**□ \_\_\_\_\_\_\_\_ □ 2.** Contractor submits written notification stating readiness for Substantial Completion (SC) to A/E.

**□ \_\_\_\_\_\_\_\_ □ 3.** Contractor submits written list of incomplete items prior to SC to A/E.

**□ \_\_\_\_\_\_\_\_ □ 4.** Contractor completes startup of all M & E Systems. HVAC Systems Test & Balance complete for facilities intended use.

**□ \_\_\_\_\_\_\_\_ □ 5**. Contractor removes all Temporary Utilities.

**□ \_\_\_\_\_\_\_\_ □ 6.** Contractor completes all Final Cleaning.

**□ \_\_\_\_\_\_\_\_ □** **7.** Contractor obtains written Elevator inspection certificate(s).

□ **\_\_\_\_\_\_\_\_**  □ **8.** Contractor arranges local Fire Marshall inspection(s).

**□ \_\_\_\_\_\_\_\_ □ 9**. A/E, Contractor, Subcontractors as requested, Owner’s Representative (OR) andOwner complete all Inspections for Substantial Completion.

**□ \_\_\_\_\_\_\_\_ □ 10.** Contractor obtains all inspections and approvals necessary from local or stateauthorities havingjurisdiction (AHJ).

**□ \_\_\_\_\_\_\_\_ □ 11.** Contractor submits written Certificate(s) of Occupancy received from AHJ to A/E.

**□ \_\_\_\_\_\_\_\_ □ 12.** A/E prepares written Certificate(s) of Substantial Completion (AIA G704 or approved substitute form) with copies of allPunch List(s) attached.

**□ \_\_\_\_\_\_\_\_ □ 13.** Contractor provides PreliminaryO&M Manuals to A/E, Commissioning Agent (CxA) and College/University (C/U) for review.

**□ \_\_\_\_\_\_\_\_ □ 14.** All signage installation is completed, both Contractor and C/U provided.

**□ \_\_\_\_\_\_\_\_ □ 15.** Utility rebate(s) documentation is submitted to utility companies (as applicable).

**FINAL COMPLETION**

**Complete Date NA**

**□ \_\_\_\_\_\_\_\_ □ 17.** Contractor completes **ALL** Punch List Items and submits written verification(s) for **ALL** items to A/E.

**□ \_\_\_\_\_\_\_\_ □ 18.** Telecomm and data systems are operational. Certifications/ test reports are received.

**□ \_\_\_\_\_\_\_\_ □ 19.** Contractor removes all Temporary Facilities: temporary partitions, temporary utilities, fencing, barricades, Contractor trailers, dumpsters, etc.

**□ \_\_\_\_\_\_\_\_ □ 20.** Contractor completes all Site Restoration or repairs damaged/ disturbed site areas.

**□ \_\_\_\_\_\_\_\_ □ 21.** Contractor submits Contractor’s & Subcontractors’ Withholding Tax Affidavit IC-134 forms to A/E after all approvals by the Minnesota Department of Revenue.

**□ \_\_\_\_\_\_\_\_ □ 22.** Contractor submits Consent of Surety to Final Payment (AIA G707) form to A/E.

**□ \_\_\_\_\_\_\_\_ □ 23.** Contractor provides Extra Materials (Attic stock, tools, and spare parts) as specifiedand C/U issues written receipt(s).

**□ \_\_\_\_\_\_\_\_ □ 24.** Contractor provides an Updated Final Subcontractors and Material Suppliers List to A/E.

**□ \_\_\_\_\_\_\_\_ □ 25.** Systems final, typed and certified operating, testing and balancing reports and final Commissioning (Cx) report(s) are prepared and sent to A/E for review.

**□ \_\_\_\_\_\_\_\_ □ 26.** Contractor provides FinalO&M Manuals revised as reviewed to A/E and CxA.

**□ \_\_\_\_\_\_\_\_ □ 27.** Contractor provides Systems Demonstration and Training sessions to C/U (video recorded, if available). C/U provides signed confirmation certificates of training completion.

**□ \_\_\_\_\_\_\_\_ □ 28.** Contractor provides written Guarantees and Warranties for review to A/E.

**□ \_\_\_\_\_\_\_\_ □ 29.** Contractor provides written Total Contract Warranty for review to A/E.

**□ \_\_\_\_\_\_\_\_ □ 30.** Contractor provides **ALL** field Record As-Built Drawings & Project Manuals to A/E.

**□ \_\_\_\_\_\_\_\_ □ 31.** A/E submits documentation complying with *The State of Minnesota Sustainable Building* *Guidelines (B3)* (as applicable).

**□ \_\_\_\_\_\_\_\_ □ 32.** Contractor returns all keys, pass cards, parking permits, security codes, etc. to C/U.

**□ \_\_\_\_\_\_\_\_ □ 33.** Contractor pays any back-charges to C/U (electricity, gas, water, cleanup, other).

**□ \_\_\_\_\_\_\_\_ □ 34.** Contactorsubmits Final Application for Payment after all requirements are met.

**□ \_\_\_\_\_\_\_\_ □ 35.** A/E provides final Project Record Documents, Submittals, Drawings & Project Manuals (PM’s) to C/U, per Contract. Record Drawings and PM’s to Minnesota State system office.

**□ \_\_\_\_\_\_\_\_ □ 36.** C/U completes Percent for Art program.

**□ \_\_\_\_\_\_\_\_ □ 37.** C/U encumbers all project funds and completes all payments.

**□ \_\_\_\_\_\_\_\_ □ 38.** The 10 month Warranty Walk-through Inspection is completed.

**□ \_\_\_\_\_\_\_\_ □ 39.** A Post Occupancy Evaluation (POE) is completed.