



## Architect/Engineer Final Completion Checklist

College/University:

Project Name:

Architect/Engineer's Firm:

**Checklist Instructions:** When each item of work is completed, the Architect/Engineer (A/E) enters date or Not Applicable (NA). See contract for complete of work scope. After all items are complete, the A/E uploads their Final Completion checklist into e-Builder. This process is repeated if there are multiple substantial completion dates for the project.

No.	Work Scope	Date Completed or NA
1	A/E reviews Guarantees and Warranties in e-Builder.	
2	A/E reviews testing and balancing reports and final Commissioning report in e-Builder.	
3	A/E submits utility rebate(s) documentation to utility companies (as applicable).	
4	A/E uploads documentation in e-Builder that they have completed their work for <i>State of Minnesota Sustainable Building Guidelines (B3)</i> is completed (as applicable).	
5	A/E uploads Submittals, Project Record Documents (Drawings & Project Manuals) into e-Builder	
6	A/E distributes copies Project Record Documents per contract.	
7	A/E approves Contractor's Final Pay Application after confirming all required documents are uploaded into e-Builder.	
8	A/E submits utility rebate(s) documentation to utility companies (as applicable).	
9	A/E submits documentation complying with B3-Minnesota Sustainable Building Guidelines (as applicable).	
10	After all contractual requirements are met, The A/E submits request for final payment in e-Builder.	
11	A/E uploads signed/dated Final Completion Checklist into e-Builder.	

**Next steps (e-Builder work flow):**

1	After all contractual requirements are met, A/E submits Final Invoice in e-Builder and attaches Final Completion Checklist.
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When checklist is completed: A/E signature \_\_\_\_\_ Date \_\_\_\_\_