**Contractor Final Completion Checklist**

College/University:

Project Name:

Contractor’s Company:

**Checklist Instructions**: When each item of work is completed, the Contractor enters date or Not Applicable (NA) at each item. After all items are complete, the Contractor uploads their Final Completion checklist into

e-Builder. See contract for complete of work scope. This process is repeated if there are multiple substantial completion dates for the project.

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| **No.** | **Work Scope** | **Date Completed or NA** |
| 1 | Contractor removes all temporary facilities, including all temporary partitions, temporary utilities, fencing, barricades, Contractor trailers, dumpsters, etc. |  |
| 2 | Contractor completes all site restoration and/or repairs any damaged or disturbed site areas. |  |
|  | NOTICE OF TERMINATION: The contractor must submit the completed notice of termination online to the MPCA within 30 days of project completion, with a copy to the College or University for the temporary Construction Storm Water Pollution Controls Permit. |  |
| 3 | Contractor confirms that all telecommunication and data systems are operational and uploads all Certifications and test reports into e-Builder. |  |
| 4 | Contractor completes ALL Punch List Items and uploads written verification in e-Builder. |  |
| 5 | Contractor informs A/E that all Contractor’s & Subcontractors’ Withholding Tax Affidavit IC-134 forms are uploaded in e-Builder |  |
| 6 | Contractor submits AIA G707 Consent of Surety) form to A/E. |  |
| 7 | Contractor provides Extra Materials (Attic stock, tools, and spare parts) as specifiedand Campus Project Manager (PM) issues written receipt(s). |  |
| 8 | Contractor uploads into e-Builder any missing Responsible Subcontractors Verification A-2 forms, prevailing wage forms. |  |
| 9 | Contractor uploads into e-Builder FinalO&M Manuals for review by A/E and Commissioning Agent. |  |
| 10 | Contractor uploads into e-Builder all Guarantees and Warranties for A/E review. |  |
| 11 | Contractor provides ALL field Record As-Built Drawings & Project Manuals to A/E. |  |
| 12 | Contractor uploads into e-Builder testing and balancing reports and final Commissioning report(s) for A/E review. |  |
| 13 | Contractor pays any back-charges to College/University (electricity, gas, water, cleanup, other). |  |
| 14 | Contractor uploads completed (signed/dated) Final Completion Checklist into e-Builder. |  |

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

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| 1 | After all contractual requirements are met, the Contactorsubmits Final Application for Payment (for retainage only) in e-Builder and attaches Final Completion Checklist.  |

When checklist is completed: Contractor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_