

Project Closeout Checklist

SBC Project number, Institution location, and job name:	
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75% or 30 days prior to Substantial Completion

date:

Contractor ☐ O&M requirements ☐ Project Data Binder requirements ☐ Stock items list ☐ Training Schedule/Verification Submittal ☐ Punch list schedule ☐ State Fire Marshal inspection schedule ☐ Local codes inspection schedule ☐ Roofing manufacturer inspection schedule	Designer ☐ On new construction or addition, begin Form F691 (T-100) and send to Facility Coordinator	User ☐ Furnishings and equipment schedule ☐ User installed items schedule ☐ Move-in schedule ☐ Names and positions of trainees
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95% or 5 days prior to Substantial Completion

date:

Contractor ☐ Written assertion of substantial completion ☐ Certification of personnel training is/will be completed, Verification submittal due ☐ Incomplete items list ☐ O&M Binders to Designer for approval	Designer	User ☐ On new construction or addition, finish Form F691 (T-100) and send to Dept. of Treasury
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Substantial Completion

date due:

date actual:

Contractor ☐ State Fire Marshal acceptance ☐ Training ☐ O&M Manual completion ☐ State electrical acceptance ☐ Boiler acceptance ☐ Elevator acceptance ☐ Health Department acceptance ☐ Pay application with retainage reduction ☐ attachments	Designer ☐ Architectural inspection: Interior ☐ Architectural inspection: Exterior & Site ☐ Civil inspection ☐ Mechanical inspection ☐ Electrical inspection ☐ Specialty inspection(s), note on page 2 ☐ Certificate of Substantial Completion (punch list attached) ☐ O&M Binders to user	User
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5 days prior to Final Completion

date:

Contractor ☐ Written assertion that work is complete ☐ Project Data Binders to Designer for approval	Designer	User
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Final Completion

date due:

date actual:

Contractor ☐ Pay application for 100% of contract ☐ attachments ☐ Record documents & Project Data Binder(s) ☐ Stock items to user	Designer ☐ If SWPPP applies: ☐ Notice of Termination (NOT) to TDEC ☐ SWOMP ☐ As-Built Certification ☐ Report of Final Completion ☐ Allowances accounted for ☐ Project Data Binders to user	User
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