

**Contract Completion Checklist - CMr**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **N/A** | **Included** | **Not Included** | **Closeout Forms / Certifications Required:** |
|   |   |   | Payment Release Affidavit (G.C., Article 6.25.2.2.8) |
|   |   |   | Final Certified Payroll Reports (G.C., Article 6.25.2.2.9) |
|   |   |   | Affidavit of Compliance to Prevailing Wages for each sub (G.C., Article 6.25.2.2.10) |
|   |   |   | Certification of Equipment Demonstrations (GC, Article 6.29.1) |
|   |   |   | Partial Certification of Contract ~~Completion~~ (G.C., Article 6.30.1) |
|   |   |   | Certification of Warranty Commencement (G.C., Article 6.25.2.2.7) |
|   |   |   | Final Certification of Contract Completion G.C., Article 6.30.2) |

|  |  |  |  |
| --- | --- | --- | --- |
| **N/A** | **Included** | **Not Included** | **Closeout Action Items and Record Documents:** |
|   |   |   | Final Cleaning (G.C., Article 6.26) |
|   |   |   | Complete Punch List Work (G.C., Article 6.27.1) |
|   |   |   | Certificate of Occupancy (G.C., Article 6.25.2.2.1) |
|   |   |   | Inspection Certificates (G.C., Article 6.25.2.2.2) |
|   |   |   | Letter of Approval - State Fire Marshal for Fire Suppression System (GC, Article 6.25.2.2.3) |
|   |   |   | Operations and Maintenance Manuals (G.C., Article 6.25.2.2.4) |
|   |   |   | As-Built Drawings (G.C., Article 6.25.2.2.5) |
|   |   |   | Detailed Drawings - concealed utilities, MEP systems (G.C., Article 6.25.2.2.6) |
|   |   |   | Warranties and Guarantees (G.C., Article 6.25.2.2.7) |
|   |   |   | Extra Material, e.g. Attic Stock, keys, specialized wrenches, etc. (G.C., Article 6.29.2) |

**Reviewed by:**

**Construction Manager or Architect / Engineer:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­­­­­­­­­­­­­­­­­­­­­­­

**Plant Manager:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Capital and Construction:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_