



## Close-Out Document Checklist

### PROJECT INFORMATION

|                                    |  |
|------------------------------------|--|
| Project Number:                    |  |
| Project Name:                      |  |
| Project Manager:                   |  |
| Project Engineer /Office Engineer: |  |
| Project Contractor:                |  |
| Date:                              |  |
| Close-Out Package Submitted by:    |  |

### ADMINISTRATIVE

- ☐ A.01– As-Builts transmitted to A/E Team
- ☐ A.02– All Permits are finalized /closed
- ☐ A.03– All Submittal - Submitted and Closed in E-Builder
- ☐ A.04– All RFI's – Answered and Closed in E-Builder
- ☐ A.05– Daily Logs- E-Builder
- ☐ A.06– Incident Reports - (injuries or property damage) in e-Builder
- ☐ A.07– OCIP Close-Out Process Complete (if applicable)
- ☐ A.08– ADA scope costs Tabulated
- ☐ A.09– List of Permits and Costs Tabulated
- ☐ A.10– Keys: Return keys provided to GC during construction

### FINANCIAL

- ☐ F.01– All & Final Change Orders Processed
- ☐ F.02– Final Payment with Releases and Declaration
  - ☐ F.02.1 – Final Statement of Accounts
  - ☐ F.02.2 – Swore Statement Final Payments to Subcontractor and Suppliers
- ☐ F.03– Contract & Purchase Order Closeout - All invoices processed and have P.O.s closed
- ☐ F.04– Work Order Closeout (Review W.O.s and have them closed)

### CLOSE OUT PROCEDURES SECTION 01 77 00

- ☐ Substantial Completion
  - ☐ List of Incomplete Items
    - ☐ Contractor's Punch List
    - ☐ Consultants Punch List
    - ☐ Owner's Punch List
  - ☐ Certificates of release (by AHJ)
  - ☐ Project Record Documents (See section 01 78 39 below)
  - ☐ Operation and Maintenance Data (See section 01 78 23 below)

- ☐ Demonstration & Training (See section 01 79 00 below)
- ☐ Construction Photos
- ☐ Statement of Cx Completion
  - ☐ Complete startup and testing for systems and equipment
  - ☐ Perform preventative maintenance on equipment used prior to Substantial Completion
  - ☐ Inspect, test, and adjust performance of every system to ensure compliance
  - ☐ Check fluid and gas carrying pipe systems, roofs, flashing, gutters, and downspouts for leaks. Repair or replace as necessary
- ☐ Insurance changeover requirements
- ☐ Permanent locks installed
- ☐ Changeover of utilities
- ☐ Terminate and remove temporary facilities from Project Site
- ☐ Inspection and walkthrough with local emergency responders
- ☐ Touch up and otherwise repair and restore marred exposed finishes
- ☐ Complete final cleaning
- ☐ Certificate of Substantial Completion
- ☐ **Final Completion**
  - ☐ Certified List of Incomplete Items
  - ☐ Certificate of Insurance
  - ☐ Pest Control final inspection and warranty
  - ☐ Submit all permit and inspection records for project (See Record Documents 01 78 39)
  - ☐ Application for payment
  - ☐ Final inspection/acceptance with Owner

#### PROJECT RECORD DOCUMENTS SECTION 01 78 39

- ☐ Electronic Files: All electronic files match the exact format of the hard copy volumes, organized per Volume
- ☐ All files are in PDF format or native format and follow the USC Nomenclature Standard for file naming

#### ☐ **Asbuilt Drawings and Specifications-All Trades**

- ☐ 1 Hard copy
- ☐ 1 Electronic Copy (PDF)
- ☐ Stamped "Asbuilts"

#### ☐ **Record Drawings (by A/E)-All Trades**

- ☐ 1 Hard Copy
- ☐ 1 Electronic Copy (PDF)
- ☐ CAD Files
- ☐ Stamped "Record Set"

#### ☐ **Asbuilt Models-All Trades**

- ☐ 1 Electronic Copy in native format
- ☐ COBie output worksheet

#### ☐ **Record Models (by A/E)**

- ☐ 1 Electronic Copy in native format

#### ☐ **Record Survey Data**

- ☐ 1 Hard Copy

- ☐ 1 Electronic Copy
- ☐ CAD Files

**Contents:**

- ☐ Utility Asbuilts
- ☐ Certified Survey
- ☐ Final Property Survey

☐ **Record Specifications**

- ☐ 1 hard copy
- ☐ 1 Electronic Copy (PDF)

☐ **Record Product Data/Submittals**

- ☐ 1 Electronic Copy (PDF)

☐ **Record Test Certificates**

- ☐ 1 Hard Copy
- ☐ 1 Electronic Copy (PDF)

**Contents:**

- ☐ Equipment Start-up reports
- ☐ Air and Hydronic Test and Balance reports
- ☐ Pipe Pressure test reports
- ☐ Pipe Cleaning reports
- ☐ Back Flow Prevention device certifications
- ☐ Domestic Water Chlorination reports
- ☐ Electrical Acceptance test reports

☐ **Permit and Inspection Records**

- ☐ 1 Hard Copy
- ☐ 1 Electronic Copy (PDF)

☐ **Record Storm Water Documents**

- ☐ 1 Hard Copy
- ☐ 1 Electronic Copy (PDF)

**Contents:**

- ☐ Approved Low Impact Development plan (LID)
- ☐ Record O&M Covenant
- ☐ Engineer of Record stamped Storm Water Observation Form

☐ **Miscellaneous Record Submittals**

- ☐ 1 Hard Copy
- ☐ 1 Electronic Copy (PDF)

**OPERATION AND MAINTENANCE DATA SECTION 01 78 23**

- ☐ Each binder submitted is labeled with the Project Name, Number, and appropriate Volume number.
- ☐ Each binder includes a full Table of Contents
- ☐ Electronic Files: All electronic files match the exact format of the hard copy volumes, organized per Volume
- ☐ All files are in PDF format or native format and follow the USC Nomenclature Standard for file naming

☐ **Operation and Maintenance Manuals (Applies to All Sections Below)**

- ☐ 1 Hard Copy
- ☐ 1 Electronic Copy (PDF)
- ☐ Organized by SpecSection

**Contents:**

☐ **Facility Information**

- ☐ Contact Directory
- ☐ Warranty Information
- ☐ Equipment nameplate data

☐ **Materials & Finishes information**

- ☐ Source Information
- ☐ Product Information
- ☐ Maintenance Procedures
- ☐ Asbuilt data (Material/Finish Schedule)

☐ **Equipment & System Information**

- ☐ Contractor Information
- ☐ System Flow Diagrams
- ☐ Operation & Maintenance Instructions
- ☐ Panel Board Circuit Directories
- ☐ Valve Charts

☐ **Attic Stock**

- ☐ Inventory spread sheet
- ☐ All stock labeled with Manufacturer name and model number

**SYSTEMS DEMONSTRATION AND TRAINING SECTION 01 79 00**

**Training Manual**

- ☐ 1 Hard copy
- ☐ 1 Electronic Copy (PDF)

**Contents:**

- ☐ Agendas
- ☐ Training Schedule
- ☐ Sign in Sheets
- ☐ Training Handouts

**Training Recordings**

- ☐ Two (2) copies of each DVD
- ☐ DVDs organized according to training schedule
- ☐ DVDs labeled with project name and contact information of videographer