

## PROJECT CLOSEOUT CHECKLIST

PROJECT TITLE: \_\_\_\_\_ PPA No. \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CONSULTANT: \_\_\_\_\_

*\*\* In absence of a Consultant, responsibilities will be determined at Pre-construction meeting*

*To be submitted with Application of Final Payment*

Contract Requirements	Date PM Verified	Date Order to Complete	Date Completed	Required Documentation:
				Final application for payment (all contracts)
				Certificate of Substantial Completion - MSU Form 107 (over \$25K)
				Certificate of Final Acceptance - MSU Form118 (over \$25K)
				Consent of Surety to final payment MSU Form103 (if over \$25K)

MSU PM				Verification of All Change Orders & Final Amounts with Contract amounts
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*Contractor to submit all deliverables to the Consultant  
To be submitted with Application of Final Payment*

Contractor Requirements	Date PM Verified	Date Order to Complete	Date Completed	Required Deliverables:
				Final walk through and instructions to Owner
				As-built "red lined" drawings (PDF Color Scan of Redlined Construction Set)
				Complete set of project shop drawings/Product Data (3Sets)
				Demonstration & Training
				City of Bozeman Building Permits: <input type="checkbox"/> Fire Suppression test & Certificate <input type="checkbox"/> Fire Alarm test & Certificate <input type="checkbox"/> Elevator Inspection <input type="checkbox"/> Plumbing & HVAC test & Inspection <input type="checkbox"/> Electrical Inspection <input type="checkbox"/> Temporary certificate of occupancy <input type="checkbox"/> Final certificate of occupancy
				Final project inspection
				Notification of completion of punch list
				Copy of warranty Binder

Contractor Signature \_\_\_\_\_

Consultant Signature \_\_\_\_\_

*Submit at Record Document Stage/Consultant shall submit Contractor Deliverables to Owner*

Consultant Requirements	Date PM Verified	Date Order to Complete	Date Completed	Required Deliverables:
				Operation & Maintenance Manuals: including warranties or guarantees for all equipment (2 copies – project, trades, building file, support manager: PDF & Paper) <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Elevator <input type="checkbox"/> Final Test & Balance Reports <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Roof <input type="checkbox"/> Project Manual (Divisions 1-13) <input type="checkbox"/> Record Control Documents

Consultant Signature \_\_\_\_\_

Project Manager \_\_\_\_\_