



FACILITIES DIVISION

ACCS FORM 7-F

PROJECT CLOSE OUT CHECKLIST

PROJECT NAME:			
ACCS PROJECT #		DATE:	MEETING TIME:
MEETING LOCATION:			

NA 1. PROJECT CLOSE OUT

- A. Certificate of Substantial Completion (ACCS Form 6-K), fully executed prior to issuance of Final Payment**
 1. Final building cleaning is completed and accepted by Architect and Owner
 2. Final punch list items scheduled to be completed and reinspected within 30 days
- B. Time Extension: Over-run of Contract Time has been reconciled with either Change Order(s) or Liquidated Damages**
- C. Advertisement for Completion (ACCS Form 6-M), if more than \$100,000**
- D. Affidavits and Consent - following affidavits and consent documents may be required of the Contractor as outlined and defined in the General Conditions**
 1. Contractor's Affidavit of Payment of Debts and Claims (ACCS Form 6-N)
 2. Release of Claims, may be required (if claim has been given by one or more Sub-Contractors)
 3. Contractor's Affidavit of Release of Liens (ACCS Form 6-P)
 4. Consent of Surety to Final Payment (ACCS Form 6-Q)
- E. Warranties - following minimum warranties are required on all ACCS projects**
 1. Contractor's One-Year Warranty, Article 35 of the General Conditions
 2. General Contractor's Five-Year Roofing Warranty (ACCS Form 6-L) for all projects involving roof or re-roof work, if any
 3. Other Roofing Warranties as required in the Project Manual, if any
 4. Other Warranties as required in the Project Manual, if any
- F. As-Built Drawings: General Contractor shall submit to the Design Professional for review; Design Professional shall deliver to Owner (1 Hard copy and 1 Digital copy)**
- G. Owner Training on building systems and maintenance items have been completed with accompanied professional training videos**
- H. O & M Manuals: General Contractor shall submit to the Design Professional for review; Design Professional shall deliver to Owner (1 Hard copy and 1 Digital copy)**
- I. Reports and tests delivered to Owner (Material, Product, Compatibility, Field, etc.)**
- J. Approved submittals and shop drawings delivered to Owner**
- K. Contractor turn over of spare parts, materials and attic stock to Owner**
- L. Sales Tax Savings Payment: Approval of Final Payment allows the Architect to receive the supplemental sales tax savings payment by submitting a Statement of Services**
- M. Lock cores have been changed from the contractor to the College cores; any transfer of keys**
- N. Final Acceptance**
 1. Notice of Intent to Close Permit
 2. Owner acceptance of nonconforming work
 3. Certificate of Final Completion
 4. Conformance documents delivered to Owner (Digital copy)
 5. Application and Certificate for Payment (ACCS Form 6-D), fully executed
- O. Schedule one (1) year inspection prior to end of Contractor's warranty period. Inspection should be attended by the Design Professional, Owner, General Contractor, applicable Consulting Engineers and Sub-Contractors and Independent Code Consultant and Authority Having Jurisdiction.**

ACCS FORM 7-F

ATTENDEE LIST	
NAME:	COMPANY:

APPROVALS	
BY: _____	DATE: _____
SIGNATURE OF ARCHITECHTURAL/ENGINEERING FIRM	
BY: _____	DATE: _____
OWNER'S DESIGNATED REPRESENTATIVE	
BY: _____	DATE: _____
SIGNATURE OF REGIONAL FACILITIES DIRECTOR	
BY: _____	DATE: _____
SIGNATURE OF ACCS CHIEF FACILITIES OFFICER	