



FACILITIES DIVISION

ACCS FORM 7-E

PRE CLOSE OUT MEETING CHECKLIST

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

NA 1. TIMELINE

- A. Pre Close Out Meeting - Minimum 2 weeks prior to Substantial Completion
- B. Establish a Substantial Completion date
- C. Final Punch List Items - completed and reinspected within 30 days of Date of Substantial Completion
 - 1. Punch list items not completed in 45 days of Date of Substantial Completion, Notice to Cure
- D. Close Out Meeting and Final Acceptance - within 60 days of Date of Substantial Completion
- E. Advertisement of Completion - advertised immediately following Final Acceptance
- F. Final Payment for Contractor - 30 days after Advertisement of Completion has been posted for 3 weeks
- G. Final Payment for Design Professional - immediately following Final Payment for Contractor
- H. One-Year Inspection - scheduled 11 months after Date of Substantial Completion

NA 2. REQUIREMENTS

- A. Pre Close Out Meeting
 - 1. Work is very close to being substantially complete
 - 2. Preliminary punch list
- B. Substantial Completion (ACCS Form 6-K)
 - 1. Final building cleaning is completed and accepted according to General Conditions Article 48 B
 - 2. Final Punch List contains only items that can be completed and reinspected within 30 days so that the Owner can occupy without disruption or interference by the Contractor. Contractor has established a schedule of when punch list items will be completed.
 - 3. Pre Close Out Meeting Checklist completed and executed with signatures
 - 4. All Change Orders are completed and executed. A Change Order Log is provided showing the execution dates.
 - 5. Life safety systems have been tested and certified
 - 6. Certificate of Occupancy
 - 7. Systems start up and Owner Training have been completed
 - 8. General Contractors 5-Year Warranty (ACCS Form 6-L) and other Roofing Warranties
 - 9. Certification of Structural Observations (ACCS Form 6-J) if project includes classrooms and dorms
 - 10. Lock cores have been changed from the contractor to the College cores and keys have been transferred
 - 11. Scheduled One-Year inspection
- C. Final Punch List
 - 1. Preliminary Punch List has been reduced to items that can be completed and reinspected within 30 days so that the Owner can occupy without disruption or interference by the Contractor.
 - 2. Schedule of when Final Punch list items will be completed
- D. Close Out Meeting and Final Acceptance
 - 1. Contractor's Affidavit of Payment of Debts and Claims (ACCS Form 6-N)
 - 2. Contractor's Affidavit of Release of Liens (ACCS Form 6-P)
 - 3. Release of Claims (if claim has been given by one or more Subcontractors)
 - 4. Contractor's One-Year Warranty (General Conditions Article 35)

ACCS FORM 7-E

NA 2. REQUIREMENTS (CONTINUED)

5.	Other Warranties as required in the Project Manual
6.	As-Built Drawings
a.	Contractor to send to Architect within 10 days of Date of Substantial Completion
b.	Design Professional deliver to Owner one hard copy and one digital copy
7.	Owner Training Videos on building systems and maintenance items
8.	O&M Manuals (one hard copy and one digital copy)
9.	Reports and Tests delivered to Owner (Material, Product, Compatibility, Field)
10.	Approved Submittals and Shop Drawings
a.	Submittals due to Owner within 30 days of Date of Substantial Completion
11.	Schedule of Attic Stock, spare parts and materials that include quantity, label and storage location
12.	Notice of Intent to Close Permit (if ADEM project)
13.	Owner acceptance of nonconforming work by Change Order
14.	Letter from Architect/Engineer of Record certifying the work is complete.
15.	Conformance documents delivered to Owner (digital copy)
E.	Advertisement for Completion submitted by Contractor
1.	Close Out Meeting and Final Acceptance has occurred
F.	Final Payment for Contractor
1.	30 Days after the Advertisement for Completion has completed its public posting
2.	Consent of Surety to Final Payment (ACCS Form 6-Q)
G.	Final Payment for Design Professional
1.	Final Payment for Contractor has been executed
2.	Amendment between Owner and Architect is executed for final costs of project.
H.	Final Project Request Form submitted by the College after all payments have been finalized.

ATTENDEE LIST	
NAME:	COMPANY:

APPROVALS	
BY: _____	DATE: _____
SIGNATURE OF ARCHITECTURAL/ENGINEER OF RECORD	
BY: _____	DATE: _____
SIGNATURE OF COLLEGE DESIGNATED REPRESENTATIVE	
BY: _____	DATE: _____
SIGNATURE OF CONTRACTOR	
BY: _____	DATE: _____
SIGNATURE OF REGIONAL FACILITIES DIRECTOR	