



# FACILITIES DIVISION

## ACCS FORM 7-F

### PROJECT CLOSEOUT CHECKLIST

<b>PROJECT NAME:</b>			
<b>ACCS PROJECT #</b>		<b>DATE:</b>	<b>MEETING TIME:</b>
<b>MEETING LOCATION:</b>			

#### 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
- 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. Any Release of Claims as stipulated in General Conditions Article 34.D
  - 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. Lock cores have been changed from the contractor to the College cores; any transfer of keys**
- M. 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
- N. 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

<b>BY:</b> _____	<b>DATE:</b> _____
SIGNATURE OF ARCHITECTURAL/ENGINEERING FIRM	
<b>BY:</b> _____	<b>DATE:</b> _____
COLLEGE DESIGNATED REPRESENTATIVE	
<b>BY:</b> _____	<b>DATE:</b> _____
SIGNATURE OF REGIONAL FINANCE OFFICER	
<b>BY:</b> _____	<b>DATE:</b> _____
SIGNATURE OF REGIONAL FACILITIES DIRECTOR	
<b>BY:</b> _____	<b>DATE:</b> _____
SIGNATURE OF ACCS CHIEF FACILITIES OFFICER	