



FACILITIES DIVISION

ACCS FORM 7-F

PROJECT CLOSEOUT 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		
B.	Time Extension: Over-run of Contract Time has been reconciled with either Change Order(s) or Liquidated Damages		
C.	Contractor has published for 3 consecutive weeks an Advertisement for Completion, if project is 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 - <i>if applicable</i>		
	2. Owner acceptance of nonconforming work as a deductive change order - <i>if applicable</i>		
	3. Letter of Final Completion from Design Professional		
	4. Conformance documents delivered to Owner (Digital copy)		
	5. Contractor's Final Pay Application (ACCS Form 6-D), executed by the Contractor		
	6. Amendment to Agreement Between Owner and Architect has been completed by the Design Professional		
	7. Design Professional's Final Pay Application, drafted and ready for execution		
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.		
O.	Regional Facilities Director and College to verify all closeout documents are filed in the digital project folder.		
P.	College to prepare a Final Project Request Form that accounts for all financial expenditures for this project		

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ATTENDEE LIST

NAME:	COMPANY:

APPROVALS

BY: _____ DATE: _____
SIGNATURE OF
ARCHITECTURAL/ENGINEERING FIRM

BY: _____ DATE: _____
COLLEGE DESIGNATED
REPRESENTATIVE

BY: _____ DATE: _____
SIGNATURE OF FINANCE OFFICER

BY: _____ DATE: _____
SIGNATURE OF REGIONAL
FACILITIES DIRECTOR

BY: _____ DATE: _____
SIGNATURE OF ACCS CHIEF
FACILITIES OFFICER