



FACILITIES DIVISION

ACCS FORM 6-K

CERTIFICATE OF SUBSTANTIAL COMPLETION

TO: **ACCS FACILITIES DIVISION**, 135 S. Union Street Montgomery, AL 36130 | 334.293.4500

• Do not staple this form and/or attachments; use clips. Print single-sided; do not submit double-side printed documents

	ACCS PROJECT#:	
OWNER ENTITY NAME AND ADDRESS: Email to receive executed copy:	ARCHITECTURAL/ENGINEERING FIRM NAME & ADDRESS: Email to receive executed copy:	
CONTRACTOR COMPANY NAME AND ADDRESS: Email to receive executed copy:	BONDING COMPANY NAME AND ADDRESS: Email to receive executed copy:	

PROJECT:

Substantial Completion has been achieved for: **the entire Work** **the following portion of the Work:**

The **Date of Substantial Completion** of the Work covered by this certificate is established to be: _____

"Substantial Completion" means the stage in the progress of the Work, or designated portion of the Work, that all punch list items are completed, all change orders are executed, the Owner can occupy or utilize the Work for its intended use, warranties commence, Contractor is no longer liable for Liquidated Damages, and the Owner becomes responsible for security, utilities, insurance and maintenance.

"The Date of Substantial Completion of the Work establishes the extent to which the Contractor is liable for Liquidated Damages, if any. If the Contractor fails to complete all closeout items within forty-five (45) days, the Contractor shall bear any expenses, including additional Architectural services and expenses, incurred by the Owner as a result of failure to complete closeout items in a timely manner and may be issued a Notice to Cure.

The Year End Inspection Date to help identify and address any construction defects or warranty issues shall be established as _____, which is 11 months after the Date of Substantial Completion.

Nothing herein shall limit or waive the Owner's rights under Article 27 of the General Conditions (ACCS Form 2-B), including but not limited to issuance of Notices to Cure or Notice of Termination issued to Contractors and Sureties, to obtain completion, correction, or repair of any remaining unfinished Work.

Only one (1) originally executed substantial completion form shall be routed for signature. ACCS Facilities Division office will mail the fully-executed original to the Owner and email copies to all parties.

ATTACHMENTS:

- Completed Punch List
- Change Order Log: All change orders and their execution date, no outstanding change orders
- Pre-Closeout Meeting Review Checklist executed with signatures
- Documentation from the AHJ of their review and approval
- General Contractor's Roofing Guarantee (ACCS Form 6-L) and any other warranties specified in the Contract Documents - (if project includes roofing)
- Certification of Structural Observations (ACCS Form 6-J) - (if project includes classrooms or dorm rooms)

VER: 08122026

RECOMMENDED BY:	CONTRACTING PARTIES:
_____ ARCHITECT/ENGINEER DATE	_____ CONTRACTOR DATE
APPROVALS:	
_____ AHJ INSPECTOR (IF APPLICABLE) DATE	_____ ACCS CHIEF FACILITIES OFFICER DATE
_____ *A/E PEER REVIEWER(IF APPLICABLE) DATE	
_____ COLLEGE DESIGNATED REPRESENTATIVE DATE	
_____ ACCS REGIONAL FACILITIES DIRECTOR DATE	

*ACCS Colleges are required to provide an A/E Peer Reviewer to review the A/E of Record's project design and to perform construction inspections when AHJ is not present in city/town where project's work is taking place.