## Project Closeout Checklist

<table>
<thead>
<tr>
<th>SBC Project number and job name:</th>
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### 75% or 30 days prior to Substantial Completion
date:  

**Contractor**
- O&M requirements  
- Project Data Binder requirements  
- Stock items list  
- Training Schedule/Verification Submittal  
- Punch list schedule  
- State Fire Marshal inspection schedule  
- Local codes inspection schedule  
- Roofing manufacturer inspection schedule  

**Designer**
- On new construction or addition, begin Form F691 (T-100) and send to Facility Coordinator  

**CPCA**
- Furnishings and equipment schedule  
- User installed items schedule  
- Move-in schedule  
- Names and positions of trainees  

### 95% or 5 days prior to Substantial Completion
date:  

**Contractor**
- Written assertion of substantial completion  
- Certification of personnel training is/will be completed, Verification submittal due  
- Incomplete items list  
- O&M Binders to Designer for approval  
- Review and sign HPBr checklist  

**Designer**
- Review and sign HPBr checklist  

**CPCA**
- On new construction or addition, finish Form F691 (T-100) and send to Dept. of Treasury  
- Review and sign HPBr checklist and send to OSA  

### Substantial Completion
date due:  

date actual:  

**Contractor**
- State Fire Marshal acceptance  
- Training  
- O&M Manual completion  
- State electrical acceptance  
- Boiler acceptance  
- Elevator acceptance  
- Health Department acceptance  
- Pay application with retainage reduction  
  - attachments  

**Designer**
- Architectural inspection: Interior  
- Architectural inspection: Exterior & Site  
- Civil inspection  
- Mechanical inspection  
- Electrical inspection  
- Specialty inspection(s), note on page 2  
- Certificate of Substantial Completion (punch list attached)  
- O&M Binders to user  

**CPCA**

### 5 days prior to Final Completion
date:  

**Contractor**
- Written assertion that work is complete  
- Project Data Binders to Designer for approval  

**Designer**

**CPCA**

### Final Completion
date due:  

date actual:  

**Contractor**
- Pay application for 100% of contract  
  - attachments  
- Record documents & Project Data Binder(s)  
- Stock items to user  

**Designer**
- If SWPPP applies:  
  - Notice of Termination (NOT) to TDEC  
  - SWOMP  
  - As-Built Certification  
  - Report of Final Completion  
  - Allowances accounted for  
  - Project Data Binders to user  

**CPCA**