

CONSTRUCTION CLOSE-OUT CHECKLIST

PROJECT: _____

ARCHITECT: _____ CONTRACTOR: _____

ITEM	ARCHITECT	CONTRACTOR	LHA	EOHLC	DATE COMPLETED
Contractor's Punchlist		PREPARE			
Architect's Punchlist	PREPARE				
Plumbing	PREPARE				
Mechanical	PREPARE				
Electrical	PREPARE				
Fire Protection	PREPARE				
Site	PREPARE				
Other	PREPARE				
Local Inspections					
Building Inspector		OBTAIN			
Plumbing Inspector		OBTAIN			
Electrical Inspector		OBTAIN			
Fire Chief		OBTAIN			
Sewer Commission		OBTAIN			
Other		OBTAIN			
Occupancy Permit		OBTAIN			
Certificate of Substantial Completion	PREPARE AND SIGN	SIGN	VOTE AND SIGN	SIGN	
As Built Drawings					
Architectural	CHECK	PREPARE			
Plumbing	CHECK	PREPARE			
Mechanical	CHECK	PREPARE			
Fire Protection	CHECK	PREPARE			
Electrical	CHECK	PREPARE			
Other	CHECK	PREPARE			
Maintenance Manuals	CHECK	PREPARE			
Instruct Owner's Personnel	CHECK	COMPLETE			
Spare Parts	CHECK	OBTAIN			
Prepare Checklist	PREPARE				
<u>65 Day Period</u>					
Certificate for Partial Release of Retainage		SIGN OR SIGN	VOTE AND SIGN	SIGN	
Certificate of Final Completion				SIGN	