

CONSTRUCTION PROJECT CLOSEOUT CHECKLIST

Prior to release of final payment, the University will require the following documents be submitted to the Facility Operations and Planning Department. Indicate date submitted to Owner and who in the Department received the documents. Applicable documents to be submitted electronically when possible or as determined previously by the USI project manager. Contractor to verify required documents with Owner.

PROJECT TITLE _____ **PROJECT #** _____

GENERAL CONTRACTOR _____

PROJECT REQUIREMENT	DATE SUBMITTED
CONTRACTOR PARTICIPATON FORM	
OPERATIONS AND MAINTENANCE MANUALS	
COMPLETED PUNCH LISTS	
TEST AND BALANCE REPORTS	
COPPER AND FIBER TEST RESULTS	
STRUCTURED VOICE & DATA CABLING SYSTEMS TEST DATA	
CERTIFICATE OF SUBSTANTIAL COMPLETION	
WARRANTIES	
MATERIAL RECLAMATION DOCUMENTATION	

CONTRACTOR _____

USI PROJECT MANAGER _____