

Division of Hospitality and Facility Services
Office of Capital Planning

01/24/2025

Project No. / Name: _____
A/E's Name: _____

- Letter by A/E of Record acknowledging design intent has been met
- Letter by A/E of Record stating that all punch list items have been completed to their satisfaction
- Certificate of Substantial Completion – approved by A/E of Record
- Final Inspection of Contractor’s Work – approved by A/E of Record
- 1 set of electronic Record Documents (Drawings and Specifications) in BIM, CAD and PDF formats
- 1 set of paper Record Documents (Drawings and Specifications) with laminated covers
- 1 electronic set of **approved** shop drawings and submittals
- 1 binder to include **as-built** finish information: finish schedule, legend/ product specifications, and physical samples (finish binder provided with Bid Set must be updated with As-Built info)
- Written approvals/permission to release retention funds from end user, AC&SS, EHS, FM, IS&T
- Final payment request (including any outstanding change orders)
- Site Observation photos, if applicable
- Misc. items noted below:

The above-named Architect or Engineer (A/E) has submitted the necessary forms to be in compliance with Construction and Closeout of the General Conditions in the Contract Manual and Specifications. This section specifies documents to be submitted by the A/E as a condition precedent to execution of the Certificate of Contract Completion, release of retainage, and final payment.

Project Manager: _____ Date: _____