

## FINAL COMPLETION CHECKLIST

Project Description: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_  
Project Manager: \_\_\_\_\_

Project Number: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### The following checklist requirements must be completed prior to Final Completion:

- | Incl                     | N/A                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The Final Test and Balance has been completed and approved by the Engineer of Record and the Commissioning Agent. <i>Include a letter or email from the Engineer and Commissioning Agent, confirming that the final Test and Balance is complete.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. UCF has received the final As-Built Set Form from the Contractor and the final Record Set from the Architect. <i>The UCF PM will confirm receipt of the As-Built and Record Sets, and that they have been provided to the Facilities Planning and Construction Document Control Specialist for archiving.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Final O&M Manuals have been provided to UCF. <i>The Contractor will provide final O&amp;M Manuals to the UCF PM. The Contractor will provide a letter listing all O&amp;M Manuals to the UCF PM. The UCF PM will confirm receipt of the Owner's O&amp;M Manuals, and that they have been provided to Facilities Operations.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Building Commissioning is 100% complete. <i>Include a letter from the Commissioning Agent, confirming this requirement has been met.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. All punch list items have been completed. <i>The UCF PM will confirm that all Substantial Completion punch list items have been completed.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Warranties must reflect the Substantial Completion date and have original notarized signatures by an authorized representative of the company providing the respective warranties. <i>The Contractor will provide a letter listing all final warranties provided to the UCF PM. The UCF PM will confirm that he or she has provided these warranties to Facilities Operations.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. All Final Completion terms of the contract have been met. <i>The UCF PM will confirm that this requirement has been met.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. For LEED projects, LEED design and construction reviews have begun by the USGBC. <i>The UCF PM will verify with the party responsible for LEED administration that the LEED design and construction reviews have begun.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. The Contractor will return construction staging area(s) to a clean and aesthetically pleasing condition, including the removal of all project-related material and equipment. <i>The UCF PM will confirm that this requirement has been met.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. The final asset information has been provided to Facilities Operations for implementation into the CMMS database. <i>Include correspondence from Facilities Operations confirming receipt of the final asset information.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. The UCF PM will inform the WCC that the project has been completed and that the contractor's access to a GGM through TRAKA should be rescinded.   |

UCF Project Manager: \_\_\_\_\_

*Print/Signature*

Date: \_\_\_\_\_