

FINAL COMPLETION CHECKLIST (PAGE 1 OF 2)

Project Number: _____ Project Description: _____
Project Manager: _____

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

- | Incl | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The entire facility can be occupied and used for the purposes intended. <i>Include a copy of the Architect of Record's Final Completion Certificate.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The final Test and Balance has been completed and approved without exception by the Engineer of Record. The Commissioning Agent has reviewed the final report, and all comments have been addressed. <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"/> | 3. UCF has received the final As-Built Set 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"/> | 4. Final electronic O&M Manuals have been provided to UCF. The Contractor will provide final O&M Manuals to the UCF PM. The Contractor will provide a letter, listing all O&M Manuals, to the UCF PM. <i>The UCF PM will confirm receipt of the Owner's O&M Manuals, and that they have been provided to Facilities Operations (one hard copy and one electronic version via CMMS).</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Building Commissioning testing is 100% complete. All post-commissioning fine-tuning is complete, and all issue log items have been resolved. The Preliminary Commissioning Report has been submitted, and the Final Commissioning Report will be submitted within 45 days per Contract. <i>Include a letter from the Commissioning Agent, confirming that this requirement has been met.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The Test and Balance report has been completed and approved, without exceptions, by the Engineer of Record. <i>The UCF PM will confirm receipt of the final Test and Balance Report.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. All systems requiring commissioning, per the approved commission plan, are complete, and the preliminary commissioning report has been approved by the Engineer of Record. <i>Include a letter from the Engineer of Record indicating that all systems requiring commissioning are complete, and that the preliminary commissioning report is complete.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. The Contractor has submitted written notice that all corrective work and 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"/> | 9. The A/E and the Owner have performed a final on-site verification that all punch list items are complete. <i>The UCF PM will confirm that all punch list items have been completed.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Elevator inspections have passed and certificates have been issued. <i>Include a letter from the Contractor, indicating which inspections were passed and on what dates they were passed.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Warranties 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> |

Incl N/A FINAL COMPLETION CHECKLIST (PAGE 2 OF 2)

- 12. The final asset information has been provided to Facilities Operations for implementation into the CMMS database. *Include correspondence from Facilities Operations confirming receipt of the final asset information.*
- 13. LEED design and construction applications have been submitted to the U.S. Green Building Council (USGBC.) All feedback/comments have been addressed. *The UCF PM will verify with the party responsible for LEED administration that the LEED design and construction applications have been submitted and all outstanding items have been addressed by the Contractor. Include an email or letter confirming coordination with LEED personnel.*
- 14. The Contractor has returned construction staging area(s) to a clean and aesthetically pleasing condition, including the removal of all project-related material and equipment. *The UCF PM will confirm that this requirement has been met.*
- 15. The UCF PM has informed the WCC that the project has been completed and that the Contractor's access to a GGM through TRAKA has been rescinded.
- 16. The Building Insurance Information Form has been provided to Environmental Health and Safety (EH&S). *The UCF PM will confirm that the Building Insurance Information Form has been submitted to the EH&S Insurance Coordinator. Include a copy of the form for reference.*
- 17. All training required by the Contract has been completed. *Include a letter or email from the Contractor, indicating what training was performed. Include sign-in sheets for all training, indicating attendance by UCF personnel.*
- 18. All Project Manager project close-out process requirements have been completed. *The UCF PM will confirm that this requirement has been met.*
- 19. All Final Completion terms of the Contract have been met. *The UCF PM will confirm that this requirement has been met.*